

Direct Deposit Online Instructions

People @ Columbia (PAC) Employee Self-Service includes the ability to set up or change Direct Deposit information. Faculty & Staff can add, edit or inactivate their own direct deposit information with **immediate impact** on their next paycheck. There is no waiting period for direct deposit to take effect.

- [Instructions for first-time setup](#)
- [Instructions for changing Direct Deposit for two or more accounts](#)

To set up Direct Deposit for the first time:

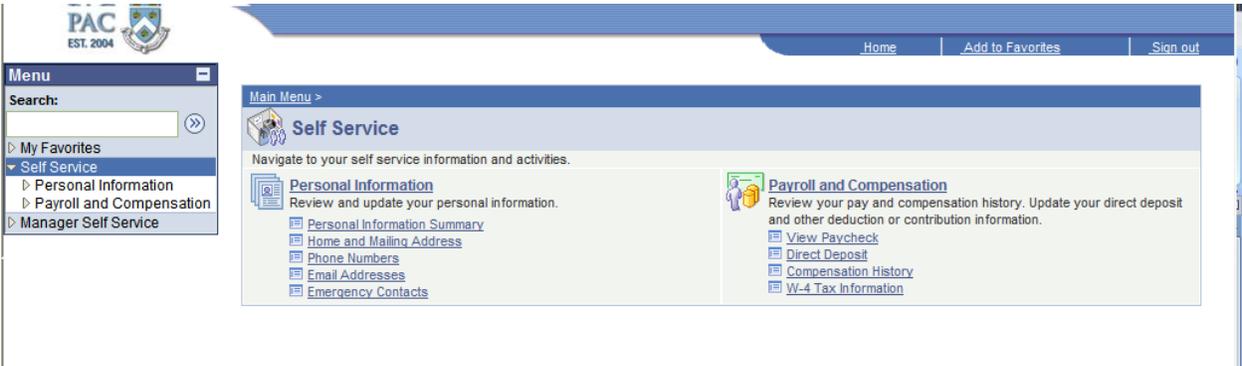
Go to <https://my.columbia.edu> and click on “Log in with your [Columbia UNI.](#)” After logging in with your UNI and password, click on the “**Faculty & Staff**” tab at the top of the page.

On the following page, scroll down to the blue bar titled “**Faculty & Staff Self Service**” and click on “**View Your Direct Deposit Information**”.



Direct Deposit is also available from the **Payroll & Compensation** page accessible via the left menu in the Employee Self-Service

screen:



Once you click on “**View Your Direct Deposit Information**” link on the “**Faculty & Staff**” web page, you will be taken directly to your specific Direct Deposit data record in PAC:



Direct Deposit

Babs Bunny

Direct Deposit Detail

<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit Order</u>
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Save

Add Account

Simply click on the yellow **Add Account** box and you will then be able to add your bank information:

Direct Deposit

Add Direct Deposit

Babs Bunny

Account Type:

Deposit Type:

Amount/Percent:

Routing Number: [View check example](#)

Account Number:

Confirm Account:

Deposit Sequence: (example: 1 = first account processed)

* Required Field

OK

[Return to Direct Deposit](#)

Please select the type of bank account from the drop down box:



Direct Deposit

Add Direct Deposit

Babs Bunny

*Account Type:
*Deposit Type:
Checking
Savings

Then select the deposit type:

*Deposit Type:
Amount/Percent:
Amount
Balance
Percent

You will now enter the amount or percentage of your deposit. You would only use a deposit type of "Balance" if you were depositing into two accounts, where you would be depositing an "Amount" into your first account, and the "Balance" into the second account.

Amount/Percent:

Enter the routing number of your bank:

Routing Number: [View check example](#)

The bank's routing number is at the bottom of your check:

If you are depositing into a savings account, please contact your bank for its routing number. You will then be asked to enter your account number twice:

Account Number:
Confirm Account:

You will then enter the deposit sequence:

Deposit Sequence: (example: 1 = first account processed)

Again, if you were depositing into two accounts you would need to designate one of the accounts as the first account to have money deposited into, and the other account as the second.



[Direct Deposit](#)
Main Content

Add Direct Deposit

Babs Bunny

*Account Type:

*Deposit Type:

Amount/Percent:

Routing Number: [View check example](#)

Account Number:

Confirm Account:

Deposit Sequence: (example: 1 = first account processed)

* Required Field

[Return to Direct Deposit](#)

After you have finished, click on the yellow **OK** box:

You will then be at the confirmation page:

Direct Deposit

Babs Bunny

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	
Checking	021272723	999999999	Percent	100%	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

You must hit the SAVE button in order for any changes to take effect

[Return to Self Service](#)



Review your information and if you need to make a correction, click on the yellow “Edit” box. If all information is correct, and you are not adding a second account, click on “Save”. The system will confirm that your information has been saved successfully:

Direct Deposit

Save Confirmation



The Save was successful.

However, due to timing, your change may not be reflected on the next paycheck.



Click the yellow **OK** box. A message will also be sent to your Columbia email verifying that you have added, edited or deleted bank information to your Direct Deposit record.

You can now click the “Payroll and Compensation Home” link:

Go To: [Payroll and Compensation Home](#)

Or sign out of Employee Self Service.

Please contact the HR Processing Center Help Desk at 212-851-2888 if you need assistance navigating the PAC website, or if you have any questions.

If you have Direct Deposit set up for two or more accounts and need to make a change:

Go to <https://my.columbia.edu> and click on “Log in with your [Columbia UNI](#).” After logging in with your UNI and password, click on the “**Faculty & Staff**” tab at the top of the page.

On the following page, scroll down to the blue bar titled “**Faculty & Staff Self Service**” and click on the link “**View Your Direct Deposit Information**”.



- Faculty & Staff Self-Service 
- View or Change Your Benefits Information
- View Your Paycheck
- View Your Direct Deposit Information**
- Update Your Personal Information
- View Your Tax Information
- People @ Columbia Guides
- My W-2
- Employee Verification

Once you click on “View Your Direct Deposit Information” link on the “Faculty & Staff” web page, you will be taken directly to your specific Direct Deposit data record in PAC:

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | 

Direct Deposit

Babs Bunny

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	
Checking	021272723	999999999	Balance		2	Edit Delete
Savings	021272723	888888888	Amount	\$500	1	Edit Delete

[Save](#) [Add Account](#)

You must hit the SAVE button in order for any changes to take effect

Simply click on the yellow **Edit** box and you will then be able to edit your deposit and/or bank information:



Direct Deposit
Change Direct Deposit

Virginia Kaplan

Form fields for Account Type (Savings), Deposit Type (Amount), Amount or Percent (500.00), Routing Number (021000000), Account Number (999999999), Confirm Account (999999999), and Deposit Order (1).

* Required Field

OK

Return to Direct Deposit

Here you can make any necessary changes, including the amount of your deposit. Once you have made your changes, click on the yellow OK box.

You will then be at the confirmation page:

Confirmation page for Direct Deposit showing a table with columns: Account Type, Routing Number, Account Number, Deposit Type, Amt/Pct, Deposit Order, Edit, and Delete. Includes buttons for Save and Add Account.



Review your information and if you need to make a correction, click on the yellow “Edit” box. If all information is correct, and you are not making additional changes, click on the yellow “Save”. The system will confirm that your information has been saved successfully:

Direct Deposit

Save Confirmation



The Save was successful.

However, due to timing, your change may not be reflected on the next paycheck.



Click the yellow **OK** box. A message will also be sent to your Columbia email verifying that you have added, edited or deleted bank information to your direct deposit record.

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