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:

PAC EST. 2004		Home Add to Favorites Sign out
Menu 🗖		
Search: > My Favorites > Self Service > Personal Information > Payroll and Compensation > Manager Self Service	Main Menu > Self Service Navigate to your self service information and activities. Personal Information Review and update your personal information. Personal Information Summary Home and Maling Address Phone Numbers Email Addresses Emergency Contacts	Payroll and Compensation Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. View Paycheck Direct Deposit Compensation History W-4 Tax Information

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 I	Direct Deposit Detail						
<u>Accour</u> Type	<u>nt</u>	Routing Number	Account Number	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit</u> <u>Order</u>	
	Save	e				I	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
Amount/Percent:	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:	
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(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					
Add Direct Deposit					
Babs Bunny					
*Account Type:	Checking				
*Deposit Type:	Percent 💌				
Amount/Percent:	100.00				
Routing Number:	021000089 View check example				
Account Number:	123456789				
Confirm Account:	123456789				
Deposit Sequence:	(example: 1 = first account processed)				
* Required Field					
ок	Return to Direct Deposit				

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



You will then be at the confirmation page:

Account	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit		
Checking	021272723	999999999	Percent	100%	1	Edit	Delete
You must Return o Self	t hit the SAVE button in	n order for any change	es to take effect				

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.

 OK

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 <u>https://my.columbia.edu</u> and click on "Log in with your <u>Columbia UNI</u>." 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	2
 View or Change Your Benefits Information View Your Paycheck 	
• View Your Direct Deposit Information	
 Opdate 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 Image: Customize Page: Customize Page Image: Customiz										
New Window Help Customize Page Information: Direct Deposit Detail Moving Number Account Number Deposit Type Amt/Pct Deposit Order Checking 021272723 099999999 Balance 2 Edit Delete Savings 021272723 888888888 Amount \$500 1 Edit Delete Savings 021272723 888888888 Amount \$500 1 Edit Delete Savings 021272723 888888888 Amount \$500 1 Edit Delete						<u>H</u>	ome	Add to Favorite	<u>:s</u>	<u>Siqn out</u>
Direct Deposit Babs Bunny Review, add or update your direct beposit information. Direct Deposit Detail Account Number Deposit Type Amt/Pct Deposit More 0 021272723 999999999 Balance 2 Edit Delete Savings 021272723 888888888 Amount \$500 1 Edit Delete Savings You must https://tipe.save.button in ver for any changes to take effect							<u>New W</u>	/indow Help	Customize	Page IB
Babs Bunny Review, add rupdate your direct deposit information. Direct Deposit Detail Account Number Deposit Type Amt/Pct Deposit Order Checking 021272723 999999999 Balance 2 Edit Delete Savings 021272723 88888888 Amount \$500 1 Edit Delete Savings 021272723 840 Account \$500 1 Edit Delete	Direct E	Deposit								
Review, add or update your direct deposit information. Direct Deposit Detail Account Number Account Number Deposit Type Amt/Pct Deposit Order Checking 021272723 9999999999 Balance 2 Edit Delete Savings 021272723 888888888 Amount \$500 1 Edit Delete Save Add Account State effect State effect State effect State effect	Babs Buni	ny								
Review, add or update your direct deposit information. Direct Deposit Detail Account Deposit Type Amt/Pct Deposit Order Deposit Order Checking 021272723 999999999 Balance 2 Edit Delete Savings 021272723 888888888 Amount \$500 1 Edit Delete Save Add Account										
Direct Deposit Detail Account Number Deposit Type Amt/Pct Deposit Order 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	Review, add	l or update your direct	deposit information.							
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	Direct Depo	sit Detail				a i				
Checking 021272723 999999999 Balance 2 Edit Delete Savings 021272723 888888888 Amount \$500 1 Edit Delete Save Add Account	<u>Account</u> Type	Routing Number	Account Number	Deposit Type	Amt/Pct	<u>Deposit</u> <u>Order</u>				
Savings 021272723 888888888 Amount \$500 1 Edit Delete Save Add Account	Checking	021272723	9999999999	Balance		2	Edit	Delete		
Save Add Account You must hit the SAVE button in order for any changes to take effect	<u>Savings</u>	021272723	8888888888	Amount	\$500	1	Edit	Delete		
You must hit the SAVE button in order for any changes to take effect	Sav	e	Add Account							
You must hit the SAVE button in order for any changes to take effect										
You must hit the SAVE button in order for any changes to take effect										
You must hit the SAVE button in order for any changes to take effect										
	You must	hit the SAVE button in	order for any changes	s 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 Dire	ect Deposit
Virginia Kaplan	
*Account Type:	Savings
*Deposit Type:	Amount 🔽
Amount or Percent	: 500.00
Routing Number:	021000000 View check example
Account Number:	999999999
Confirm Account:	99999999
Deposit Order:	1 (example: 1 = first account processed)
* Required Field	
ОК	
Return to Direct Dep	posit

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:

					Ho	ome	Add to Favorite	<u>is</u>	<u>Sign out</u>	
						New Window Help Customize Page 🗎				
Direct Deposit										
BabsBunny										
Review, add or update your direct deposit information.										
Direct Depo	osit Detail				Deneit					
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	<u>Deposit</u> <u>Order</u>					
Checking	021272723	9999999999	Balance		2	Edit	Delete			
Savings	021272723	8888888888	Amount	\$250	1	Edit	Delete			
Save		Add Account								
You must hit the SAVE button in order for any changes to take effect										

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.

 OK
 OK

Click the yellow **OK** box. A message will also be sent to your Columbia email verifying that you have

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