

How to Enroll and/or Update your Direct Deposit in CIS

button to setup an account.

Login to <u>CIS</u> by entering your UNID and password. Click on the Payroll, Taxes and Salary tile.



Click the Direct Deposit option from the menu on the left hand side.



Steps – Add/Edit Direct deposit account(s)

 If you do not have a current account set up, click the Below page opens up.

Cancel	Add Account	Save
*Nickname	(\bigtriangleup
*Payment Method	Direct Deposit 🗸	L
Bank		
Routing Number		0
Account Number		
Retype Account Number		
Pay Distribution		
*Account Type	Checking ~	
*Deposit Type	~	
Amount or Percent	Amount Percent Remaining Balance	



2) Below details will help you determine what to enter in the fields on the page.

Field Name	Information
Nickname	Enter a nickname
Payment Method	Direct Deposit
Routing Number	Enter routing number for your bank. These are the numbers highlighted as 1 in the sample check shown below
Account Number	Enter your account number highlighted as 2 in the example below. Do NOT include dashes
Retype Account number	Enter the same account number you typed in above field
Account Type	Select Checking or Savings
Deposit Type	 Select one of the 3 options. Amount – specify a certain dollar amount to be deposited to the specified account Percent – specify percentage of net pay to be deposited to specified account Remaining Balance – the remaining of your net pay will be deposited to the balance account. Note: you will need to make sure you choose this option when you have more than one account specified for direct deposit distribution.

This example illustrates the sample check.





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3) Click the Save button in the top right section of the pop-up page to save the transaction.

Note: You will receive an email with confirmation of changes.

How to setup more than one account.

- 1) Click the button to setup the second account and enter data in all the fields.
- 2) For the Deposit type, if you selected Amount or Percent for a portion of the first account, you must select Remaining balance for the remainder of the funds.
- 3) Click the Save button in the top right section of the pop-up page to save the transaction.

Note: You can enter up to 5 accounts.

Steps – Reorder accounts (if you have more than one account) *this is the order in which your money will be deposited.*

The Direct Deposit page shows your list of current accounts.

Accounts				
Order	Nickname	Payment Method		
1	Checking1	Direct Deposit		
2	Checking999	Direct Deposit		
Last	Savings2	Direct Deposit		
Reorder				
Direct Deposi	t Help			

Direct Deposit



Click the button. This page opens up.				
Cancel		Reorder Accounts	Account Manhoe Account Back Account D	
Update the processing of When a Remaining Bala	order of your accounts by dragging and droppi ance account exists, it will be the last account Nick Name	ing the row with the = icon on the Reorder column to the desirec processed to pay out any remaining funds and cannot be reord Account Number	position. The account on row 1 will be processed first. red. To reassign the remaining balance account, use the Edit Account page to update the distribu Amount or Percent	
Update the processing of When a Remaining Bala Accounts Reorder =	order of your accounts by dragging and droppi ance account exists, it will be the last account Nick Name test 1	ing the row with the = icon on the Reorder column to the desirec processed to pay out any remaining funds and cannot be reord Account Number XXX9320	position. The account on row 1 will be processed first. red. To reassign the remaining balance account, use the Edit Account page to update the distribu Amount or Percent \$50.00	
Update the processing of When a Remaining Bala Accounts Reorder = =	order of your accounts by dragging and droppi ance account exists, it will be the last account Nick Name test 1 Checking2	ing the row with the = icon on the Reorder column to the desired processed to pay out any remaining funds and cannot be reord Account Number 200320 200320 200320	position. The account on row 1 will be processed first. red. To reassign the remaining balance account, use the Edit Account page to update the distributed of the edit of the	

2) Update the processing order of your accounts by clicking on the = and then dragging and dropping that row with the = icon on the Reorder column to the desired position.

The account on row 1 will be processed first, indicates that funds will be deposited in that account before any others. This applies to all but the "Remaining Balance" account, which will always be last.

3) Click the Save button at the top of the page to save your transaction.

Note: When you add or change direct deposit account, a "test transfer" or pre-note will be made to the financial institution to ensure that all direct deposit information is correct. Pre-notes may cause a delay in your direct deposit by one or two pay periods. During this time, you will receive a physical check.

Steps – Delete direct deposit account(s)

1) Click on the account you want to delete. This page opens up.



ancel	Edit Account		Sa	
			* Indicates required fie	
Nickname	Checking1	<u>.</u>		
*Payment Method	Direct Deposit	~		
Bank				
Routing Number	·xxxxxxx	0		
Account Number	XXXXXX XXXX	*		
Retype Account Number				
Pay Distribution				
*Account Type	Checking	~		
*Deposit Type	Amount	~		
Amount	25.00			
	Remove			

•• _ . . . ---

Are you sure you want to remove the account?		
Yes	No	

Note: The system will not let you delete the Remaining Balance account.

Questions

2)

If you have any questions or run into issues, please contact your payroll specialist by searching in the Find your HR contacts webpage.