



Direct Deposit

If you have any questions, please contact Payroll at (302) 831-8677 or e-mail ud-time@udel.edu.

Symbol key: * Required information, ▲ Error

Form Originator

Originated by: [Doe, Jane \(12345\)](#) ✉
Payroll (04720)

Salary admin. plan: Professional, Full Time (202)

Verification

Provide one of your account numbers: * You must be able to confirm a bank account number that you currently have on file for direct deposit.

Enter in one of your current numbers

✘ Exit without saving

📁 Save & exit (not submitted)

Next step →



Req ID: 2071838

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Symbol key: * Required information, ▲ Error

Form Originator

Originated by: **Doe, Jane (12345)** 
Payroll (04720)

Salary admin. plan: Professional, Full Time (202)

Effective dates

Last Direct Deposit change: 03/02/2017

Date change will take effect: * Must be greater than today's date.

(use format mm/dd/yyyy)

You can click on the calendar icon to have a pop-up calendar display to choose a date



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Form Originator

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Effective dates

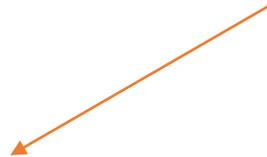
Last Direct Deposit change: 03/02/2017

Date change will take effect: * Must be greater than today's date.

(use format mm/dd/yyyy)

March 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Pop-up calendar displays, choose effective date for direct deposit change



New Section showing pending and approved forms

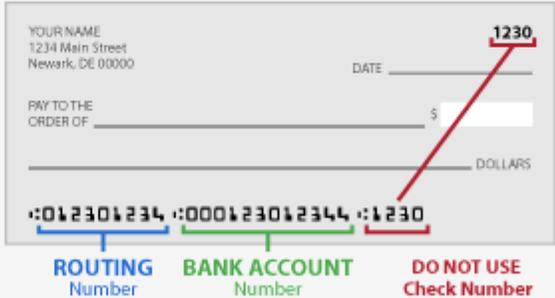
Other forms submitted for this employee

Form title	Originator	Originating location (network)	Last action date	Status
Direct Deposit Form	Doe,Jane	Newark, Delaware, United States (128.175.158.154)	01/02/2017	Completed
Employee Demographic Data	Doe,Jane	UNKNOWN	03/02/2017	In Progress
Employee Demographic Data	Doe,Jane	Newark, Delaware, United States (128.4.79.9)	06/02/2016	Completed
JED	Smith,John	Newark, Delaware, United States (128.175.5.82)	09/06/2016	In Progress

Direct deposit information

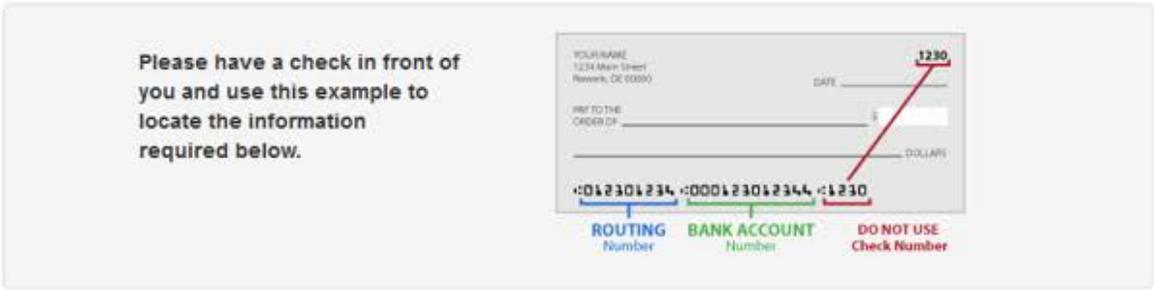
Indicate up to 20 bank accounts in which to deposit your pay. One account must have Deposit type equal to "Balance of Net Pay". Up to 19 optional accounts may be added and must have Deposit type equal to "By Amount" and include a fixed deposit amount.

Please have a check in front of you and use this example to locate the information required below.



Direct deposit information

Indicate up to 20 bank accounts in which to deposit your pay. One account must have Deposit type equal to "Balance of Net Pay". Up to 19 optional accounts may be added and must have Deposit type equal to "By Amount" and include a fixed deposit amount.



If adding a new account you must click the Save button once you enter the information

Routing No.	Account No.	Account type	Deposit type	Amount	Action
1. Aberd Prv Grd Fcu (255075576)	*****45	Checking	Balance of net pay	\$ (use format n.nn)	Remove
2. <input type="text"/>	<input type="text"/>	Choose one	Choose one	\$ (use format n.nn)	Save

Supporting documentation: Attach a pdf file or a scanned image of a voided check or savings statement with bank address and savings account number, or official bank letter including transit and account numbers.
Use the Browse button to locate the file(s) on your local drive (maximum 7 MB).
 No file selected.

If you did not attach a pdf file or scanned image, please submit Direct Deposit supporting documentation (voided check, savings statement with bank address and savings account number, or official bank letter including transit and account numbers) to Payroll.

Certification: * I understand my University of Delaware net pay will be deposited to my designated account(s) so the funds are available to me on the day of pay. In the event funds to which I am not entitled are deposited to my account(s), I hereby authorize the University of Delaware to direct the bank to return said funds. Direct deposit of my net pay as requested above will remain in effect until my employment with the University of Delaware is terminated. The University of Delaware may terminate this service at any time.

Choose one 

First name:

Last name:

Certify the form by typing in your name exactly as it appears



Comments:



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Routing

Role	In-Basket	Date
Form Originator	Doe, Jane ✉ Comments: <input type="text"/>	
Approver	<input type="text"/>	<input type="text"/>
Approver	<input type="text"/>	<input type="text"/>
Approver	<input type="text"/>	<input type="text"/>
Copy	Doe, Jane ✉	
Copy	HR PS ✉	

If making changes to an existing account(s), the form will copy Payroll and auto update your account(s). If adding or removing an account, the form will route to Payroll for final approval.