

Self Service – Direct Deposit

Human Resources & Payroll (HR/Pay) system address hr.ku.edu

- 1. Every employee is required by Kansas Statute to have their pay be distributed by Direct Deposit (Electronic Funds Transfer- EFT).
- 2. Employees may have one to multiple accounts and may choose % based or set amount with remaining balance option.
- 3. Before making a change to an existing account; you will need to have your existing account number(s) available as you are required to enter the existing numbers before a modification can be made and the system does not display the existing account number(s). This is an intended security measure.

Site: <u>https://hr.ku.edu</u> Navigation: Self Service>Payroll and Compensation>Direct Deposit

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HR/Pay: University of Kansas & University of Kansas Medical Center	None Wonter Additifaction Stips ext
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None, and or update poor devid largest relativistic. Devid Dopat Code Account type Reding Results: Account Name & Account on Papel Counting Proceed: DOC 2011;1 Program Results: Doc 2011;1 Results: Doc 2011;1 Resul	Select edit to modify.
Neposit Type: Bulance mount or Percent: Neposit Order: Submit (Example: 1 = First Account Processed) Submit Required Field Ielum to Direct Deposit	
IR/Pay : University of Kansas & University of Kansas Medical Center	If modifying an existing row you will need to enter your <u>Current Account Number</u> .
Direct Deposit Change Direct Deposit Name Your Bark Momation	If entering an <u>Amount</u> or <u>Percent</u> less than 100.00, you will need multiple entries.
Routing Number: 301171285 Q, CAPITOL FEDERAL SAVINGS View check example BANK Distribution Instructions	If just one account is entered, select Balance as the <u>Deposit</u> <u>Type.</u>
Account Number: Current Account Number Current Account Number: *Account Type: Checking •	Watch the <u>Deposit Order</u> when entering multiple options. FYI: The system will default the <u>Deposit Type</u> of Balance to
Ceposit Type: Balance Amount or Percent: Deposit Order: (Example: 1 = First Account Processed)	999 for <u>Deposit Order</u> , as it will be the last account used. <u>Submit</u> when completed; a confirmation page will be presented.
Submit * Required Field Return to Direct Deposit	P. 00002.
	This example shows all monies going into one checking account.