**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: https://hr.ku.edu Navigation: *Self Service>Payroll and Compensation>Direct Deposit*
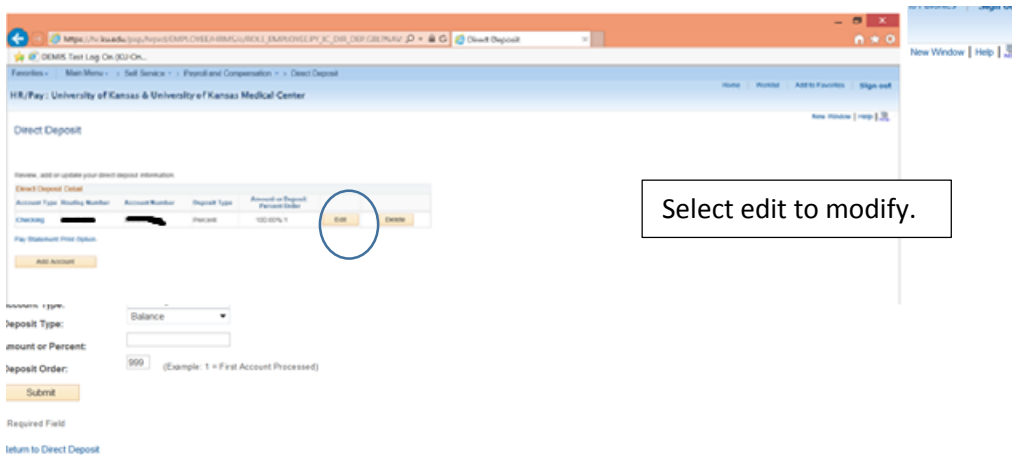
Select edit to modify.

If modifying an existing row you will need to enter your Current Account Number.

If entering an Amount or Percent less than 100.00, you will need multiple entries.

If just one account is entered, select Balance as the Deposit Type.

Watch the Deposit Order when entering multiple options. FYI: The system will default the Deposit Type of Balance to 999 for Deposit Order, as it will be the last account used.

Submit when completed; a confirmation page will be presented.

This example shows all monies going into one checking account.