






## [Direct Deposit Online Instructions](#)

Human Resources and Payroll are pleased to announce that PAC Employee Self Service now includes the ability to set up or change Direct Deposit information.

Faculty & Staff can now add, edit or inactivate their own direct deposit information with **immediate impact** on their next paycheck. There will no longer be a wait period for direct deposit to take effect.

Just go to the website <https://my.columbia.edu> and click on the link “Log in with your [Columbia UNI](#).” After entering your UNI and password, you will be at the page where you can 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

- [View or Change Your Benefits Information](#)
- [View Your Paycheck](#)
- [View Your Direct Deposit Information](#)
- [View Your Tax Information](#)
- [Update Your Personal Information](#)
-  [Employee Verification](#)
-  [People @ Columbia Guides](#)
-  [My W-2](#)

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The direct deposit record is also available from the **Payroll & Compensation** page accessible via Employee Self-Service:

## Payroll and Compensation Home

### Payroll



#### [Columbia University Pay Statement](#)

View your current and prior earnings statements on-line.



#### [Direct Deposit](#)

Review and edit your direct deposit accounts.

### Taxes



#### [W-4 Tax Information](#)

Review and edit your federal tax withholding exemption and amount.

Once you click on the “**View Your Direct Deposit Information**” link on the “**Faculty & Staff**” web page, you will be taken directly to the deposit data record linked ***specifically*** to your job and personal information records in PeopleSoft:

## Direct Deposit

Babs Bunny

### Direct Deposit Detail

<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit Order</u>
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Save

Add Account



Simply click on the yellow **Add Account** box and you will then be able to add your bank information:

**Direct Deposit**

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**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**

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**Add Direct Deposit**

Babs Bunny

**\*Account Type:**

**\*Deposit Type:**

- Checking
- Savings

Then select the deposit type:

\*Deposit Type:

Amount/Percent:

You will now enter the amount or percent 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.

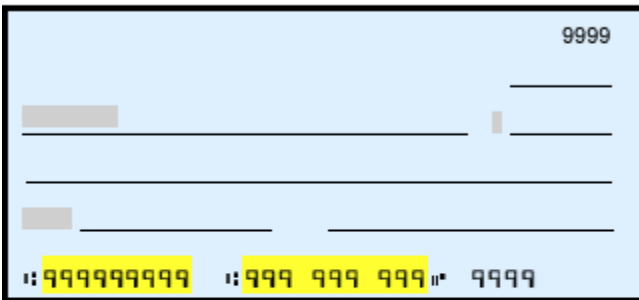
Amount/Percent:

Enter the routing number of your bank:

Routing Number:  [View check example](#)

The bank’s routing number is at the bottom of your check:

**Check Example**



1                      2

- 1 - Routing Number
- 2 - Account Number

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:**  (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](#)  
Main Content

## 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

[Return to Direct Deposit](#)

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



You will then be at the confirmation page:

### Direct Deposit

Main Content  
Babs Bunny

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Armt/Pct	Deposit Order	
<a href="#">Checking</a>	021000089	123456789	Percent	100%	1	
					<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">Save</a>					<a href="#">Add Account</a>	

You must hit the SAVE button in order for any changes to take effect

Go To: [Payroll and Compensation Home](#)

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 website, or you have any questions.**