

# Direct Deposit Instructions

## Table of Contents:

A. Logging in to Self-Service	Pages 2 - 3
B. Accessing Direct Deposit	Pages 4 - 6
C. Setting up a New Account	Page 7
D. Updating Information	Page 8

Each pay day, you should be checking your paystub:

To see your pay stub – which will show if money was direct deposited or a physical check **since direct deposit can take up to two pays following the date at which the Direct Deposit information is entered for the PreNote process to finalize and for direct deposit to become active:**

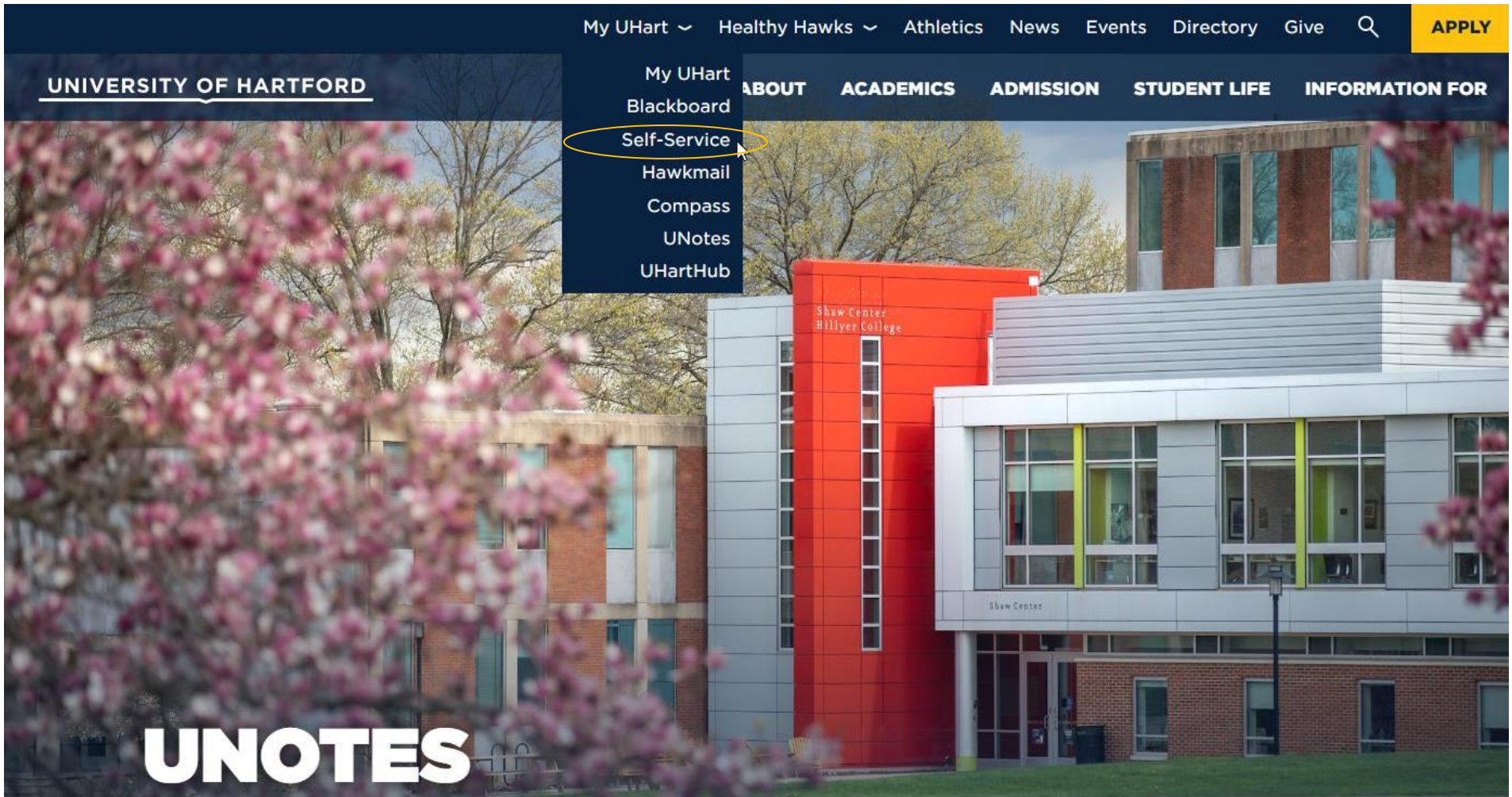
Log into Self-Service, click Employee Tab -> Employee Profile ->All Pay stubs then clicking on the link for the pay in question. Scroll towards the bottom of the page where it says Check or Direct Deposit. If it says Check, reach out to Payroll at [payroll@hartford.edu](mailto:payroll@hartford.edu) to see if you need to pick up the check or it will be mailed.

The pay schedule is online at [www.hartford.edu/payroll](http://www.hartford.edu/payroll)

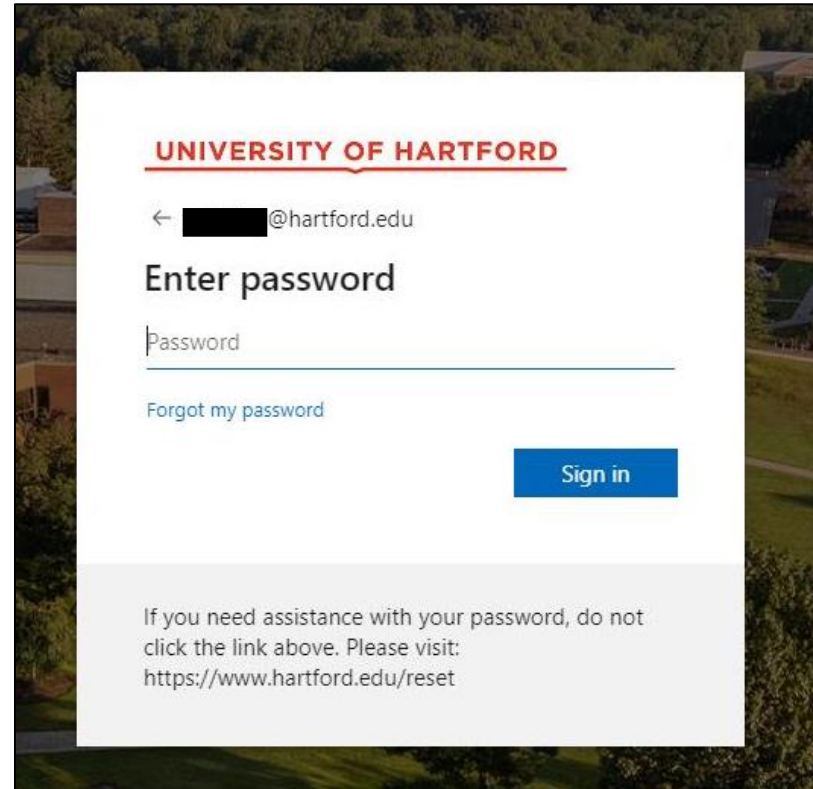
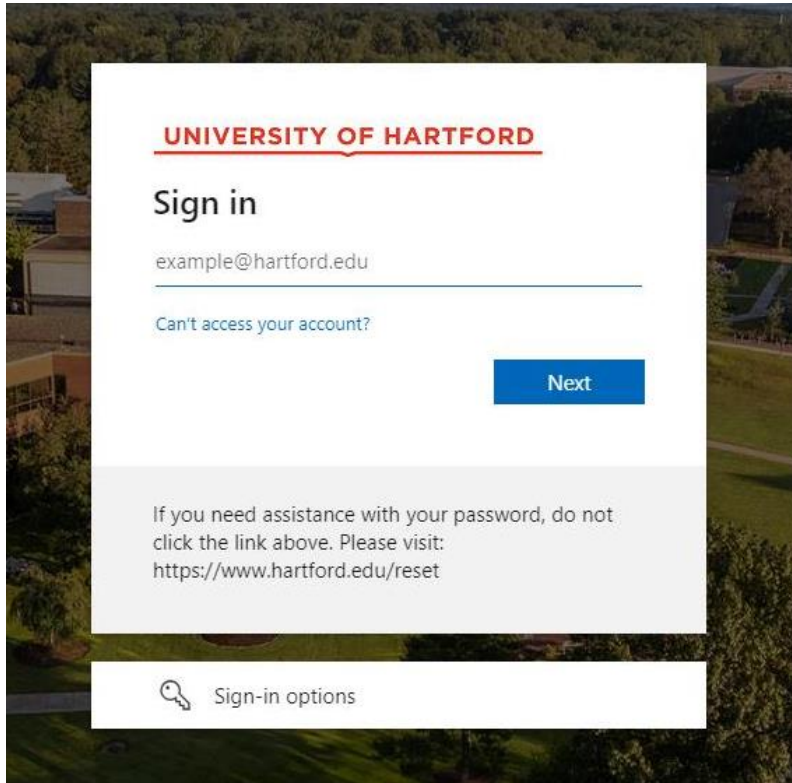
- All employee/student workers who fill out a timesheet (Non-exempt) are on the Bi- Weekly Schedule.
- All employees – including faculty - that do not fill out a timesheet (Exempt) are on the Semi-Monthly Schedule.

## A. Logging in to Self-Service

- In your internet browser, go to [www.hartford.edu](http://www.hartford.edu)
- Under the 'My UHart' tab, select 'Self-Service'



Enter your University email address and password (same password as for your email)



Complete the Multi-Factor Authentication as prompted on the screen

If you have issues logging in or with the Multi-Factor Authentication, contact the ITS Help Desk at 860-768-4357 or [helpdesk@hartford.edu](mailto:helpdesk@hartford.edu)

## B. Accessing Direct Deposit

Click the Employee tab

**UNIVERSITY OF HARTFORD**

[Student](#) [Faculty Services](#) [Personal Information](#) [Employee](#) [Finance](#) [Public Safety/Parking](#) [Financial Aid](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### ***Personal Information Menu***

[Pay Your Bill/Transact \(CashNet\)](#)

Make online credit card and electronic payments.

[Name Change Information](#)

[Social Security Number Change Information](#)

[Answer a Survey](#)

[Directory Profile](#)

[View/Update FERPA Information](#)

View and/or Update your active FERPA (Family Educational Rights and Privacy Act of 1974) information.

[Faculty Senate - Curriculum Forms](#)

[View/Update Personal Information](#)

Personal contact info, emergency contacts, other biographical information. Login may be required.

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Click the 'Employee Profile' link

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Search

RETU

To access the following menu item, please click here [Employee Profile](#) to be directed to our Employee Self-Service 9 pages:

- [Choose Pay Stub Employee Admin](#)
- [Salary Planner](#)
- [Tax Information](#)
- [Current or Past Jobs](#)
- [EPAFs - Electronic Personnel Action Forms](#)

[Time Sheet](#)

[Leave Report](#)

[EPAFs](#)

Online Electronic Personnel Action Forms; Find approver and originator manuals [HERE](#).

[Benefits and Deductions](#)

CT-W4-Information that determines the amount of State Tax withheld from your pay.

[Pay Information](#)

View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

[Tax Forms](#)

View W-4 information; Print your W-2 form.

Click the 'Direct Deposit Information' link

The screenshot shows the University of Hartford Employee Dashboard. At the top, there is a red header with the university logo and name on the left, and a user profile section on the right with a gear icon, a user icon, and the name 'Yacouby, Rachel O.'. Below the header, the page title is 'Employee Dashboard'. The main content area is divided into several sections. On the left, there is a user profile section for 'Yacouby, Rachel O.' with a 'My Profile' button. To the right of this is a 'Leave Balances as of 09/20/2023' section with two bars: 'Vacation in hours' and 'Personal Leave in hours', both showing blacked-out values. Below these is a 'Full Leave Balance Information' link. The central part of the dashboard is a 'Pay Information' section with a dropdown arrow. It contains four links: 'Latest Pay Stub: 09/15/2023', 'All Pay Stubs', 'Direct Deposit Information' (which is circled in red), and 'Deductions History'. To the right of the 'Pay Information' section is a 'My Activities' section with a blue 'Enter Time' button and a list of activities: 'Approve Time', 'Approve Leave Report', 'Electronic Personnel Action Forms (EPAF)', 'Benefits Administrator', and 'Employee Menu'.

This will bring you to the Direct Deposit page. This is where you will enter and update direct deposit information.

After you initially enter your information, this is where you come back to see the information that is entered for direct deposit along with the status of your direct deposit.

As long as the status says 'PreNote' or 'Active', there is no further action needed. Once it says active, all future pays will be direct deposited.

### **C. Setting up a New Account**

1. Under the “**Proposed Pay Distribution**” area, on the right-hand side of the screen click the ‘+ Add New’ link
2. Select “Create New” in the menu that pops up
3. Add your direct deposit information – all areas are REQUIRED on this menu. You can get your routing and account info from your bank or banking website.
  - The Priority should always be 1 – unless you are adding multiple accounts.
  - If you are adding multiple accounts, Priority 1 should be the account that has the dollar amount, Priority 2 should be the account that the rest of you pay will be in

Under Amount:

- If you are only adding one account, you select the “Use Remaining Amount” option
  - If you are adding multiple accounts, you must select “Use Specific Amount” option for the Priority 1 Account, then “Use Remaining Amount” for Priority 2 account.
4. Check the box next to the statement that says “By checking this box, I authorize the institution to initiate direct credits or debits on my behalf”
  5. Click “Save New Deposit” button

- If you are adding more than once account, repeat steps 1 – 5

**If when entering your routing number, you get an error or the routing number is not accepted by the system:**

Send an email to [HRD@hartford.edu](mailto:HRD@hartford.edu) with the subject line ‘Routing number to be added’. In the message, include your Bank Name with the routing number. Once we receive that information, we will add it to our system and let you know that you can proceed entering your direct deposit information.

## **D. Updating Information**

If you currently have active direct deposit account(s) and you need to change or update the information.

1. Under the **“Proposed Pay Distribution”** area, Delete the account information that is currently there that you want to change or update.
    - This will not affect any pay that you are owed or that is currently in process.
  2. Under the **“Proposed Pay Distribution”** area, on the right-hand side of the screen click the ‘+ Add New’ link
  3. Select **“Create New”** in the menu that pops up
    - The Priority should always be 1 – unless you are adding multiple accounts.
    - If you are adding multiple accounts, Priority 1 should be the account that has the dollar amount, Priority 2 should be the account that that the rest of you pay will be in

Under Amount:

    - If you are only adding one account, you select the **“Use Remaining Amount”** option
    - If you are adding multiple accounts, you must select **“Use Specific Amount”** option for the Priority 1 Account, then **“Use Remaining Amount”** for Priority 2 account
  4. Check the box next to the statement that says **“By checking this box, I authorize the institution to initiate direct credits or debits on my behalf”**
  5. Click **“Save New Deposit”** button
- If you are adding more than once account, repeat steps 1 – 5

**If when entering your routing number, you get an error or the routing number is not accepted by the system:**  
Send an email to [HRD@hartford.edu](mailto:HRD@hartford.edu) with the subject line ‘Routing number to be added’. In the message, include your Bank Name with the routing number. Once we receive that information, we will add it to our system and let you know that you can proceed entering your direct deposit information.