

Direct Deposit Instructions

Table of Contents:

A. Accessing Direct Deposit	Pages 1- 3
B. Setting up a New Account	Page 4
C. Updating Information	Page 5

Each pay day, you should be checking your paystub.

All pay schedules are online at www.hartford.edu/payroll

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

To access your pay stub: Log into *My UHart*, click the *Open Employee Dashboard* button, select the *All Pay Stubs* link then click on the link for the pay in question. Scroll towards the bottom of the page where it says **Check** or **Direct Deposit**.

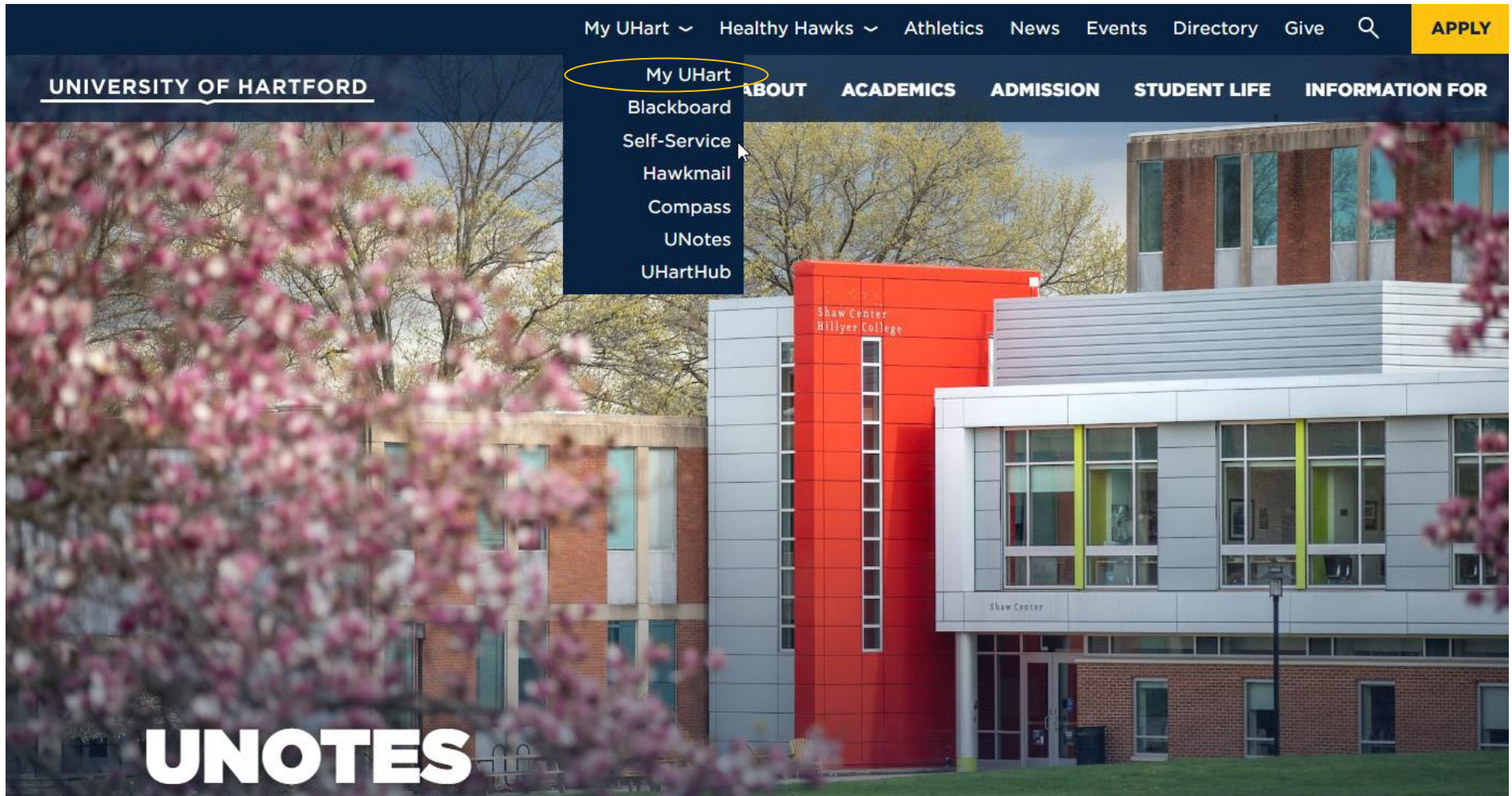
To see if money was direct deposited or a physical check since direct deposit can take up to two pays following the date at which the Direct Deposit information is entered for the PreNote process to finalize and for direct deposit to become active, check your pay stub.

If it says **Check**, reach out to Payroll to see if you need to pick up the check or it will be mailed.

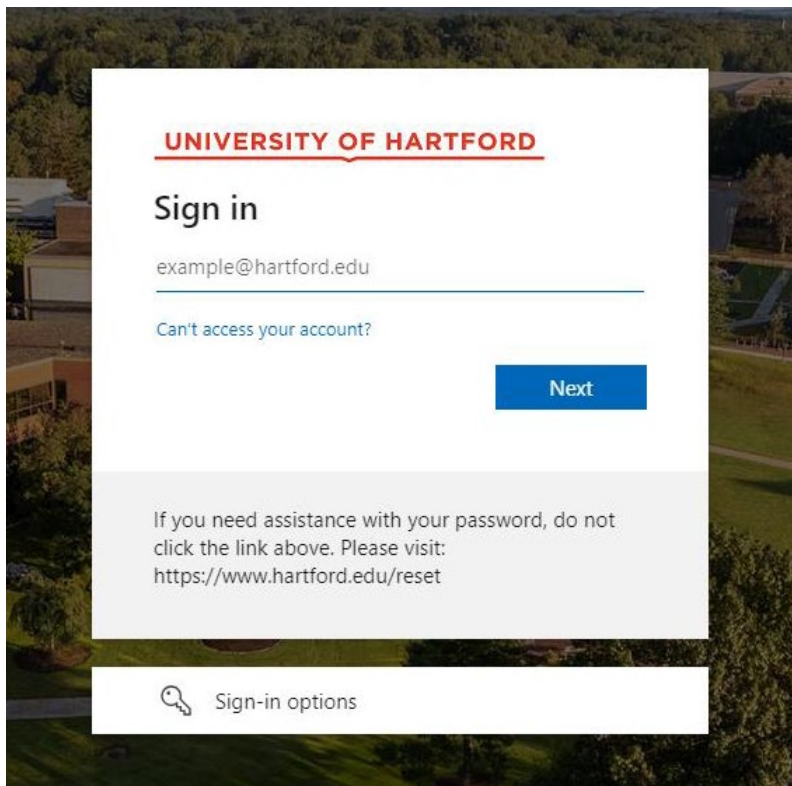
Payroll is located in the Beatrice Fox Auerbach Computer and Administration Center **Room 123** and can be reached at **860.768.4579** or payroll@hartford.edu

A. Accessing Direct Deposit

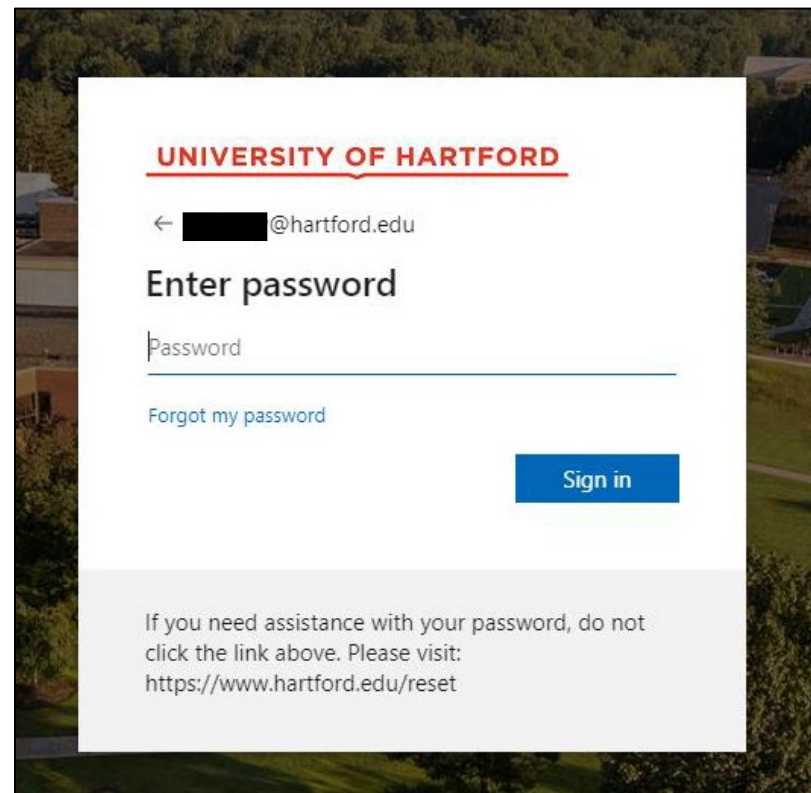
- In your internet browser, go to www.hartford.edu
- Under the 'My UHart' tab, select 'My UHart'



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



The image shows the 'Sign in' screen of the University of Hartford. At the top, the text 'UNIVERSITY OF HARTFORD' is underlined in red. Below it, the heading 'Sign in' is displayed. A text input field contains 'example@hartford.edu'. To the left of the input field is a blue link that says 'Can't access your account?'. To the right is a blue button labeled 'Next'. At the bottom, there is a grey box with the text: 'If you need assistance with your password, do not click the link above. Please visit: <https://www.hartford.edu/reset>'. Below this is a white box with a key icon and the text 'Sign-in options'.



The image shows the 'Enter password' screen of the University of Hartford. At the top, the text 'UNIVERSITY OF HARTFORD' is underlined in red. Below it, there is a back arrow, a blacked-out email address, and '@hartford.edu'. The heading 'Enter password' is displayed. A text input field is labeled 'Password'. Below the input field is a blue link that says 'Forgot my password'. To the right is a blue button labeled 'Sign in'. At the bottom, there is a grey box with the text: 'If you need assistance with your password, do not click the link above. Please visit: <https://www.hartford.edu/reset>'.


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

1. Click on the “Open Employee Dashboard” button
2. Click the ‘Direct Deposit Information’ link. This is your Direct Deposit information hub

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

Once you have entered information, if the the status says ‘PreNote’ or ‘Active’ in the Proposed Pay Distribution area, there is no further action needed. After the Proposed Pay Distribution area status says active, all future pays will be direct deposited.

 UNIVERSITY OF HARTFORD

 Yacouby, Rachel O.

[Employee Dashboard](#)

Employee Dashboard

Yacouby, Rachel O.
[My Profile](#)

Leave Balances as of 09/20/2023

Vacation in hours	160.00	Personal Leave in hours	48.00

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 09/15/2023

All Pay Stubs

Direct Deposit Information


Deductions History

Benefits

Taxes

Job Summary

Employee Summary

 My Activities

[Enter Time](#)

[Approve Time](#)

[Approve Leave Report](#)

[Electronic Personnel Action Forms \(EPAF\)](#)

[Benefits Administrator](#)

[Employee Menu](#)

B. 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 you get an error when entering your routing number or the routing number is not accepted by the system:

Send an email to 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.

C. 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 the rest of you pay will be in

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