Direct deposit is a safe and easy way to have your money deposited directly into your United States banking account to either a checking or savings account or both.

Setting Up Direct Deposit for Employees

Direct Deposit may be set up for any ongoing, regularly scheduled payment, including salary payments from your Payroll, short-term and long-term benefit checks, benefits issued by state governments, such as retirement or pension payments and employee reimbursement and other payments from Accounts Payable (AP).

Direct Deposit is set up through Employee Self-Service at employee.dartmouth.edu

A. Select **Paperless Payslips & Direct Deposit icon**.
B. Enter your NetID and Password to log into Oracle
C. Click on **Dartmouth Employee Self-Service**
D. Select **Direct Deposit**
E. Select **Add Deposit Payment** in the Employee Payment section.
   You are able to add multiple bank accounts and have your paycheck split between them.
F. Hint: Have your bank routing numbers and account numbers available – this information is on the bottom your bank account checks.
G. Complete the following fields:
   1. **Amount Type**: select **Monetary** (for dollar amount) or **Percentage** of your payroll payment to go to this account.
   2. **Amount**: Enter dollar amount or percentage amount, based on Amount Type.
   3. **Account Name**: Chose a name for this account that makes the most sense to you.
   4. **Account Type**: Select **Checking Account** or **Savings Account.**
   5. **Account Number**: Enter your bank account number. If you have a check available, this would be the second (or middle) series of numbers.
   6. **Transit Code**: Enter your bank routing number. If you have a check, this would be the first series of numbers on your check.
   7. **Bank Name**: Enter the name of your bank.
   8. **Bank Branch**: Enter the location of your branch.
   9. **Preferred AP Account**: One, and only one, account may be identified as the Preferred Accounts Payable (AP) Account for expense reimbursements. If you do not indicate **Yes** or **No** for a Preferred AP Account, the system will automatically assign **Yes** to the bank account where your "Remaining Pay" is directed. Although discouraged, if you would prefer a paper check for AP payments/expense reimbursements then you must change this answer to **No** on all bank accounts.
   10. Click **Apply**.

Money will be in accounts on the actual payroll pay date. If the payroll pay date is a Saturday, Sunday, or a holiday, the money will be in your account the next business day. Please remember that Automatic Teller Machines (ATMs) may not reflect the deposit immediately. ATMs often take up to two days after the transaction date to reflect changes.

Biweekly Payments

Generally, the direct deposit will take effect two pay dates in the future. During the first pay period after Direct Deposit is requested, Payroll verifies the account by running a "pre-note" process (verifying the accuracy of the account information).

On the second pay date, money is transferred to your bank account. You will receive a NON-NEGOTIABLE STUB showing the amount of your direct deposit unless you have elected to use **Go Paperless**. In that case, you can log-in to Employee Self-Service and view your Payslip anytime.

Monthly Payments

If you create or make a change to Direct Deposit by the middle of the month your direct deposit will be in effect for your next payroll. A "pre-note" process (verifying the accuracy of the account information) is submitted every Friday and takes ten days for it become effective.

If you elect to start direct deposit information during the last two weeks of the month, you will receive a paper check and your direct deposit will be in effect the following month. *Please refer to the Payroll Schedule to get the exact deadline date.

Multiple Accounts

You can automatically deposit your pay into multiple bank accounts; however, we suggest limiting the number of deposits to two. These accounts may be with the same or different banks.

Change Bank Account for Direct Deposit for Account Payable
For expense reimbursements and other non-payroll payments

One, and only one, account may be identified as the Preferred Accounts Payable (AP) Account for expense reimbursements and other non-payroll payments. If you do not indicate **Yes** or **No** for a Preferred Accounts Payable (AP) Account, the system will automatically assign **Yes** to the bank account where your "Remaining Pay" is directed.

To change or select a different bank account for your Accounts Payable payments, go to **Direct Deposit** in the Employee Self-Service to access the Manage Payroll Payments screen and choose which account (if you have multiple accounts) you want your payments for non-payroll Accounts Payable payments, such as expense reimbursements, to be deposited into. Make sure to indicate **Yes** on only one bank account.

A. Click on the pencil to **Update**
B. On the next page, next to: **Preferred AP Account**, enter **Yes**
C. Click **Apply**

Removing Direct Deposit for Account Payable
For expense reimbursements and other non-payroll payments

If you do not indicate **Yes** or **No** for a Preferred Accounts Payable (AP) Account, the system will automatically assign **Yes** to the bank account where your "Remaining Pay" is directed.

To remove direct deposit and receive paper checks for your Accounts Payable payments, go to **Direct Deposit** in the Employee Self-Service to access the Manage Payroll Payments screen and select the account (if you have multiple accounts) that is set up for your direct deposit payments for your non-payroll Accounts Payable payments.

A. Click on the pencil to **Update**
B. On the next page, next to: **Preferred AP Account**, change **Yes** to **No**
C. Click **Apply**

Go Paperless

With current and historical access to employee payslips and annual W-2 tax forms, employees are strongly encouraged to 'Go Paperless.' You will no longer receive paper copies of these documents, instead choosing to access the information via the internet 24/7. Employees will receive an email when their payslip is available online.

1. From the main menu, select **Go Paperless**.
2. In the Go Paperless Screen, you will need to actively update each of the document types that you no longer wish to receive in printed form. The annual Federal W-2 Tax form has two selections that must be updated, the W-2 and the W-2C (which is only issued if a correction is made). The Employee Payslip has one selection.

3. Select one line at a time and click **Update.**
4. Select **No** in the Paper dropdown field if you wish to select the paperless option. Be sure that **Yes** is selected in the Online dropdown field. Then click **Apply**.
5. Repeat this process for each document type that you no longer wish to receive in paper form.
6. Each Document Type you update will have the word "Updated" on the line when you return to the main screen.
7. Once you've made all your changes, click **Next**.
8. Click **Submit** on the Review screen to complete the changes.
9. You will then receive a confirmation message. Click **Home** to return to the main menu.

Paycheck Stubs

Employees who have elected to "Go Paperless"
- Receive email notifications a few days prior to payroll date. For Non-Exempt Staff, this is typically the Wednesday prior to the Friday payroll date. For Exempt/Monthly Staff, this is a few days prior to the first of the coming month.

Employees who have not elected to "Go Paperless"
- Non-Exempt/Biweekly Staff or Student - One day prior to payroll date, to be received on Friday payroll date.
- Exempt/Monthly Staff or Student - One day prior to payroll date which is the first of each month. If the 1st is on a Saturday or Sunday payroll will be mailed out on Thursday to be received on Friday.

Accounts Payable Payments

Employees who have elected for Direct Deposit of AP Payments, going paperless is automatic. Employees will receive notification of non-payroll payments when the transfer deposit has been made to your bank account.