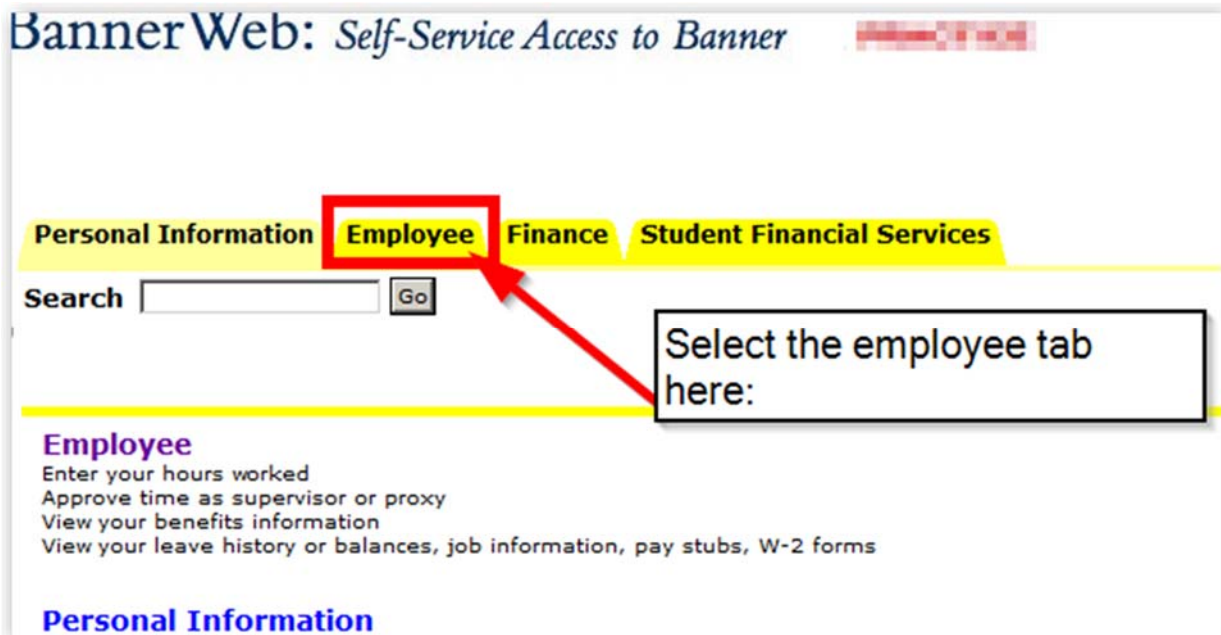


# Payroll Direct Deposit

1. Log on to BannerWeb at <http://go.middlebury.edu/bw> or <http://go.miis.edu/bw>
2. Select the **Employee** tab:



**BannerWeb: Self-Service Access to Banner**

Personal Information **Employee** Finance Student Financial Services

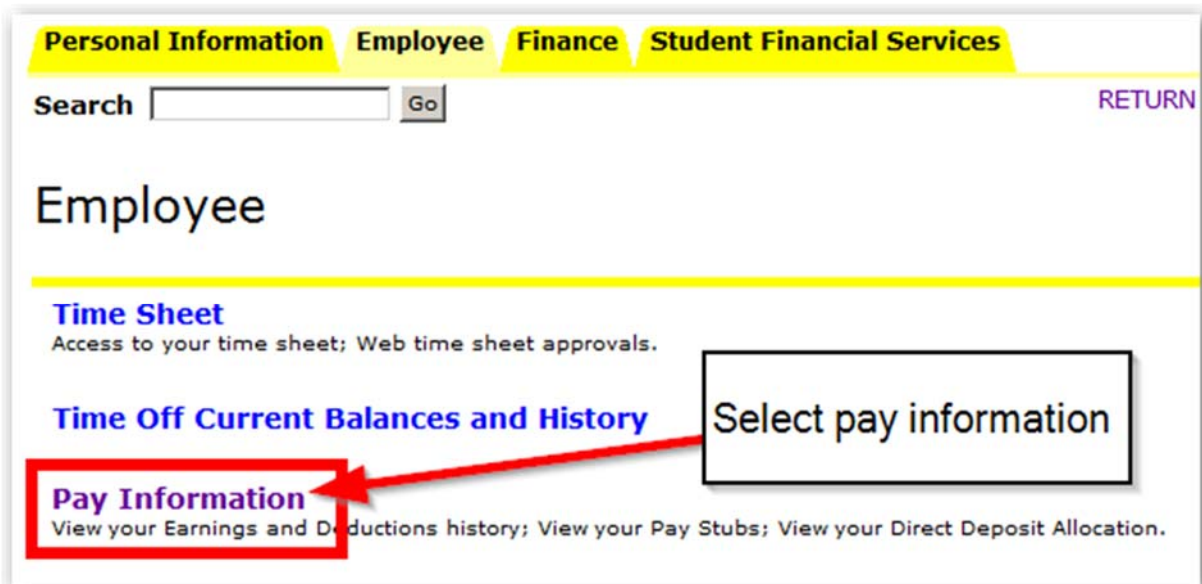
Search

Select the employee tab here:

**Employee**  
Enter your hours worked  
Approve time as supervisor or proxy  
View your benefits information  
View your leave history or balances, job information, pay stubs, W-2 forms

**Personal Information**

3. Select **Pay information**:



Personal Information Employee **Finance** Student Financial Services

Search   RETURN

**Employee**

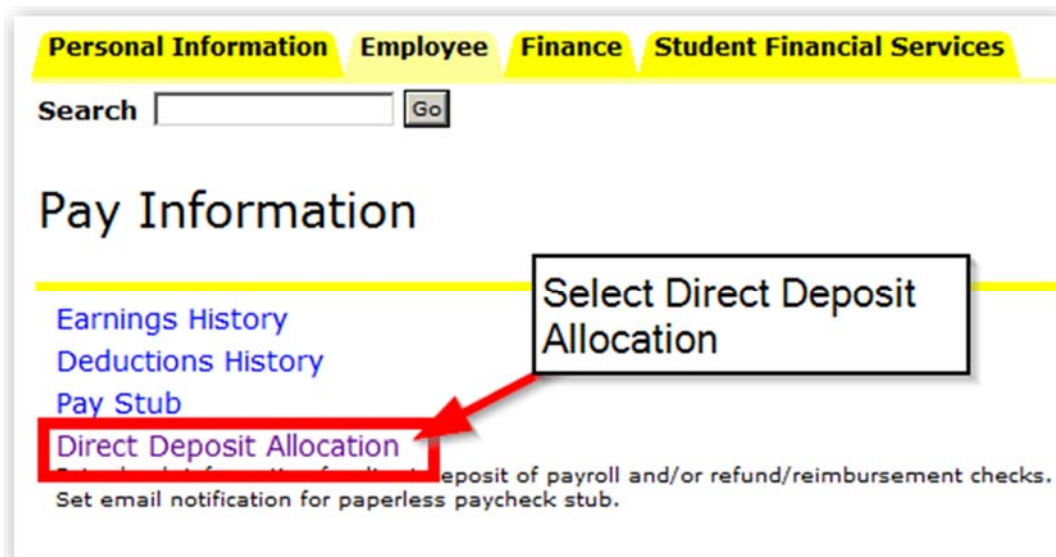
**Time Sheet**  
Access to your time sheet; Web time sheet approvals.

**Time Off Current Balances and History**

**Pay Information**  
View your Earnings and Deductions history; View your Pay Stubs; View your Direct Deposit Allocation.

Select pay information

4. Select **Direct Deposit Allocation**:



**Personal Information** **Employee** **Finance** **Student Financial Services**

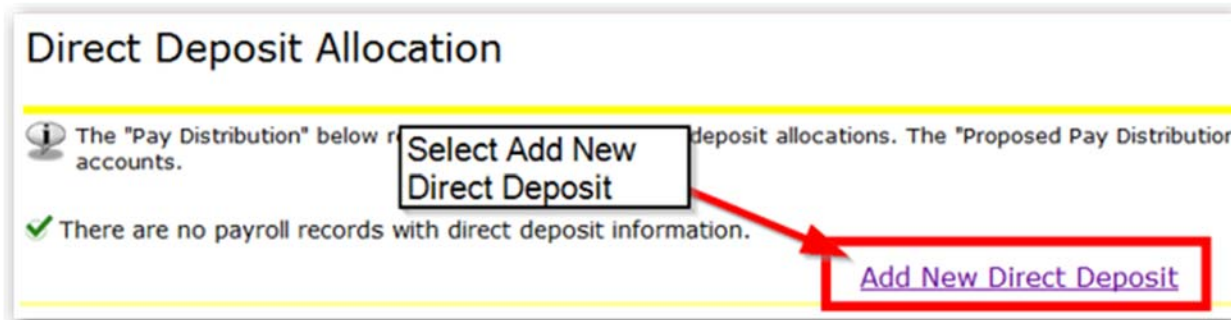
Search

## Pay Information


- [Earnings History](#)
- [Deductions History](#)
- [Pay Stub](#)
- [Direct Deposit Allocation](#)


Direct Deposit Allocation is the direct deposit of payroll and/or refund/reimbursement checks. Set email notification for paperless paycheck stub.

5. Select Add New Direct Deposit



## Direct Deposit Allocation

 The "Pay Distribution" below r... deposit allocations. The "Proposed Pay Distribution... accounts.

 There are no payroll records with direct deposit information.

[Add New Direct Deposit](#)

6. Enter the following information:

- Bank Routing Number
- Account Number
- Account Type (Checking or Savings)
- Amount 100% (cannot be a dollar amount if it's your only allocation)

The image shows a screenshot of a payroll allocation form. The form is divided into two main sections: "Add First Payroll Allocation" and "Add Second Payroll Allocation For Remainder Of Check".

**Add First Payroll Allocation:**

- Bank Routing Number:** A text input field with a red box around it and a callout: "Enter your bank's routing number here".
- Account Number:** A text input field.
- Account Type:** A dropdown menu with "Checking" selected and a red box around it. Callout: "Choose checking or savings on this dropdown".
- Full Amount:** A checkbox.
- OR Set Amount/Percent:** A text input field with an "Amount" dropdown menu and a red box around it. Callout: "This section allows for full designation of funds by checking the box, or entry of a specific amount or percentage in the field below".

**Add Second Payroll Allocation For Remainder Of Check:**

- Bank Routing Number:** A text input field.
- Account Number:** A text input field.
- Account Type:** A dropdown menu with "Checking" selected.
- Remaining Amount:** A text input field.

**Sample Check:**

The check is from ABC Corporation, 123 Main Street, Anyplace, NJ 07000. The amount is 1234. The check is payable to the order of ANYTOWN BANK, Anytown, MD 20000. The MICR line at the bottom is: ⑆ 234 56 789 ⑆ 000 ⑆ 234 56 789 ⑆ 234. Below the MICR line, three yellow callouts identify the fields: "Routing Number ⑆ 234 56 789 ⑆", "Account Number 000 ⑆ 234 56 789 ⑆", and "Check Number ⑆ 234 ⑆".

7. Once the Save allocations button is selected, a confirmation message and the following will appear on the screen.
  - a. **Please Note: The first transaction will be a prenote (or test) to the account(s) you have indicated below and you will receive an actual check. Once your account(s) have been verified, your pay will be deposited directly into the appropriate account(s). Adding or changing existing account numbers will also be subject to prenote.**

✓ All changes have been saved successfully.

Note the successful message

ⓘ To add a new account, enter the bank information below, then select Save new allocation.  
To update an existing account, select Bank Name link to update the amount/percent for that bank account.

**Please Note:** The first transaction will be a prenote (or test) to the account(s) you have indicated below and you will receive an actual check. Once your account(s) have been verified, your pay will be deposited directly into the appropriate account(s). Adding or changing existing account numbers will also be subject to prenote.

For more information on how to set up or change your Direct Deposit Allocation, click [here](#).

**Payroll Allocation:**

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
NATL BANK OF MIDDLEBURY	011601087	123456789	Checking	1	100.00%	Prenote

Inactivate All Payroll Allocations

Current Status

Take note review this message

**You can log into banner web to make changes to your direct deposit allocation using the same method, but please note, any changes will be subject to prenote testing.**