



# Direct Deposit Setup Instructions

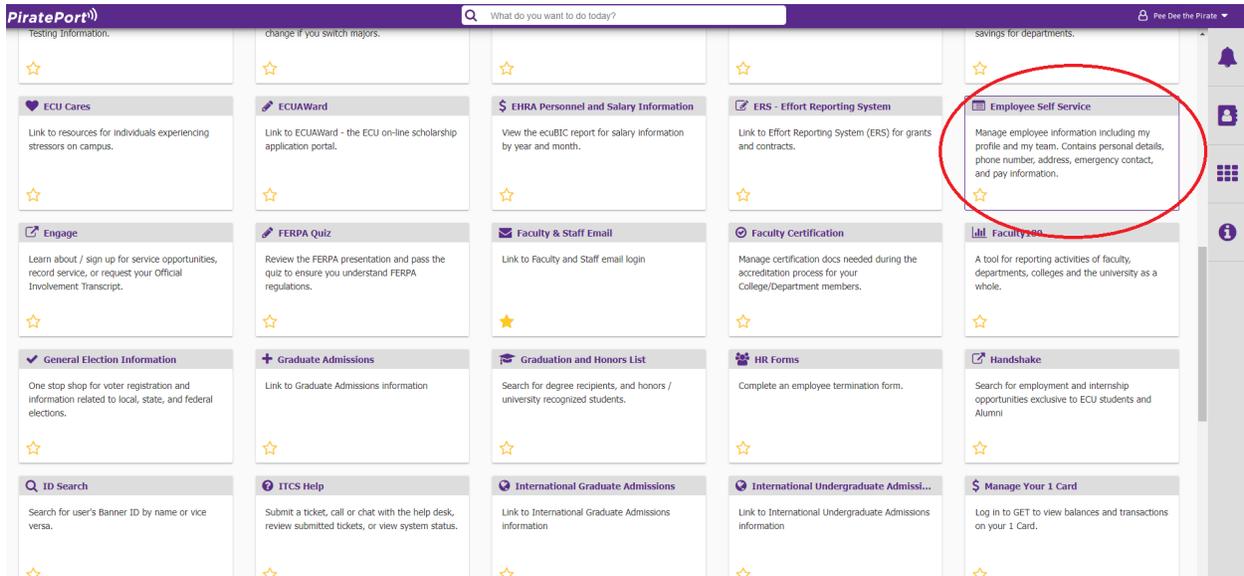
NOVEMBER 22, 2022  
EAST CAROLINA UNIVERSITY  
120 Reade Street, Greenville 27858

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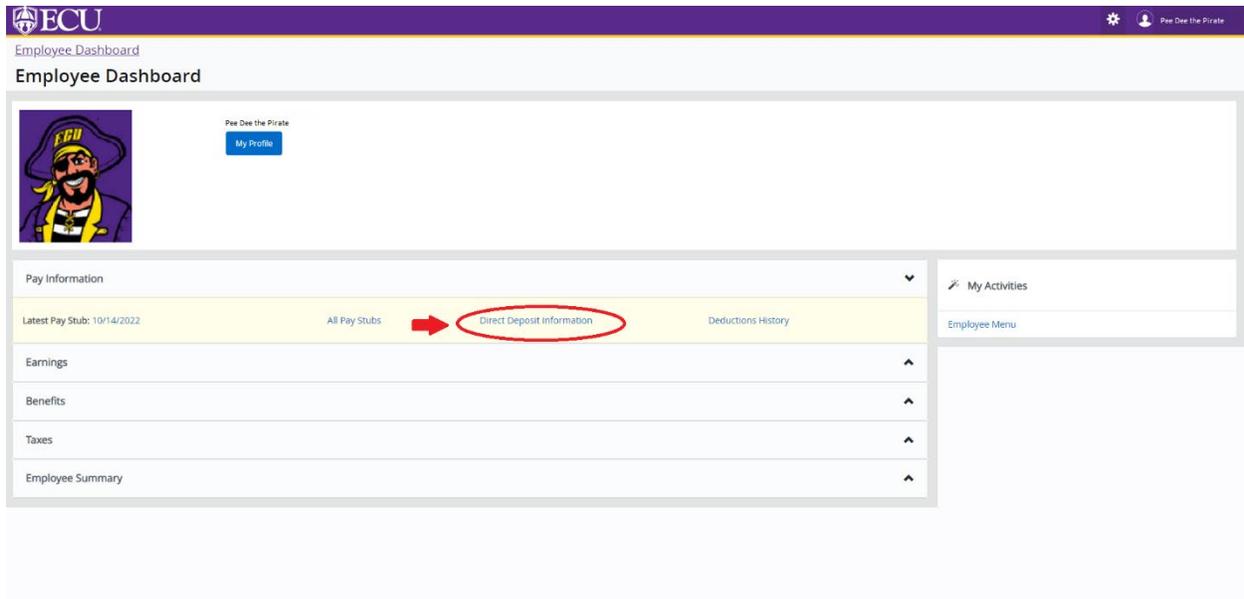
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# New Direct Deposit Setup For Payroll

Step 1: Log into Pirate Port and select Employee self Service.



Step 2: Click on Direct Deposit Information.



Step 3: To add a new account select Add New

My Profile • Direct Deposit Allocation

Pay Distribution as of 11/15/2022

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
U.S. Bank	xxxxx3707	xxxxx5296	Checking	\$2,281.67

Total Net Pay \$2,281.67

Proposed Pay Distribution

*You have not added any payroll allocations yet. Click Add New to add an allocation.*

*Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.*

Accounts Payable Deposit

Bank Name	Routing Number	Account Number	Account Type	Status
<input type="checkbox"/> CAPITAL ONE N.A.	xxxxx6110	xxxxx0091	Checking	Active

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Step 4: Select Create new to add new account information and input your banking information. Please verify that the Bank Name, Account Number, and the correct Account Type are selected. Choose the Use Remaining Amount option and check the box that authorizes direct credits or debits. Click Save New Deposit to complete setup.

\*The name of the bank will populate if the routing number is entered correctly.

Add Payroll Allocation

Choose an option:

Create from existing account information

Create new

Bank Routing Number  Account Number  Verify Account Number

Bank Name  Account Type  Priority

Amount

Use Remaining Amount

Use Specific Amount

Use Percentage

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Once the bank information has been saved, the account will be ready for verification (Prenote\*).

\*See Frequently Asked Questions on page 11 for additional information on the prenote process.

ECU See Dee the Pirate

My Profile Direct Deposit Allocation

Pay Distribution as of 11/15/2022

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
U.S. Bank	xxxxx3707	xxxxx5296	Checking	\$2,281.67

Total Net Pay \$2,281.67

Proposed Pay Distribution

[-] Delete [+ Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> STATE EMPLOYEES CREDIT UNION	xxxxx7049	xxxxx6789	Checking	Remaining	1	\$2,281.67	Prenote

Total Net Pay \$2,281.67

*The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.*

*Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.*

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

**Please Note: If you do not also set up Accounts Payable Direct Deposit and you have a travel or other expense reimbursement, a paper check will be mailed to the address on file. You will not receive an ACH payment.**

## Deleting Your Direct Deposit Account

Step 1: Log into Pirate Port and select Employee self Service.

Step 2: Click on Direct Deposit Information.

Step 3. Check the box located beside Bank name and click Delete. A box will appear on the upper right portion of the screen. Click Delete to confirm deletion.

The screenshot shows the ECU Direct Deposit Allocation interface. At the top, there is a purple header with the ECU logo and a user profile for 'Pee Dee the Pirate'. Below the header, the page title is 'My Profile • Direct Deposit Allocation'. A yellow warning box is displayed in the upper right corner, asking 'Are you sure you want to delete the selected Payroll deposits?'. Below this box are two buttons: 'Cancel' and 'Delete'. A red arrow points to the 'Delete' button. The main content area shows a table of direct deposit accounts. The first row is for 'U.S. Bank' with a routing number of 'xxxxx3707' and an account number of 'xxxxx5296'. Below this table is a section for 'Proposed Pay Distribution' with a 'Delete' button circled in red and a red arrow pointing to it. Below the 'Proposed Pay Distribution' section is another table with columns for Bank Name, Routing Number, Account Number, Account Type, Amount, Priority, Net Pay Distribution, and Status. The first row in this table is for 'CAPITAL ONE N.A.' with a routing number of 'x6110' and an account number of 'xxxxx0091'. A red arrow points to the 'CAPITAL ONE N.A.' text, which is circled in red. At the bottom of the page, there is a checkbox for authorization and two buttons: 'Cancel Changes' and 'Save Changes'.

## Changing Your Direct Deposit Account

Follow the immediately preceding steps for Deleting Your Direct Deposit Account, then refer to steps 3 and 4 of New Direct Deposit Setup For Payroll on page 3 of this document.

- **Please note that any changes made to your direct deposit accounts will require verification via the same prenote process required for new direct deposit entries.** See Frequently Asked Questions on page 11 for additional information on the prenote process.

## Creating from Existing Active Direct Deposit Information

Step 1: Log into Pirate Port and select Employee self Service.

Step 2: Click on Direct Deposit Information.

Step 3: Select the existing account. Choose the Use Remaining Amount option and select Save New Deposit.

- **Please note that reinstating previously active direct deposits will require verification via the same prenote process required for new direct deposit entries.** See Frequently Asked Questions on page 11 for additional information on the prenote process.

Add Payroll Allocation ✕

Choose an option:

- Create from existing account information

CAPITAL ONE N.A.  
Account: xxxxx0091

Amount	Priority
<input checked="" type="radio"/> Use Remaining Amount	1
<input type="radio"/> Use Specific Amount	
<input type="radio"/> Use Percentage	

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

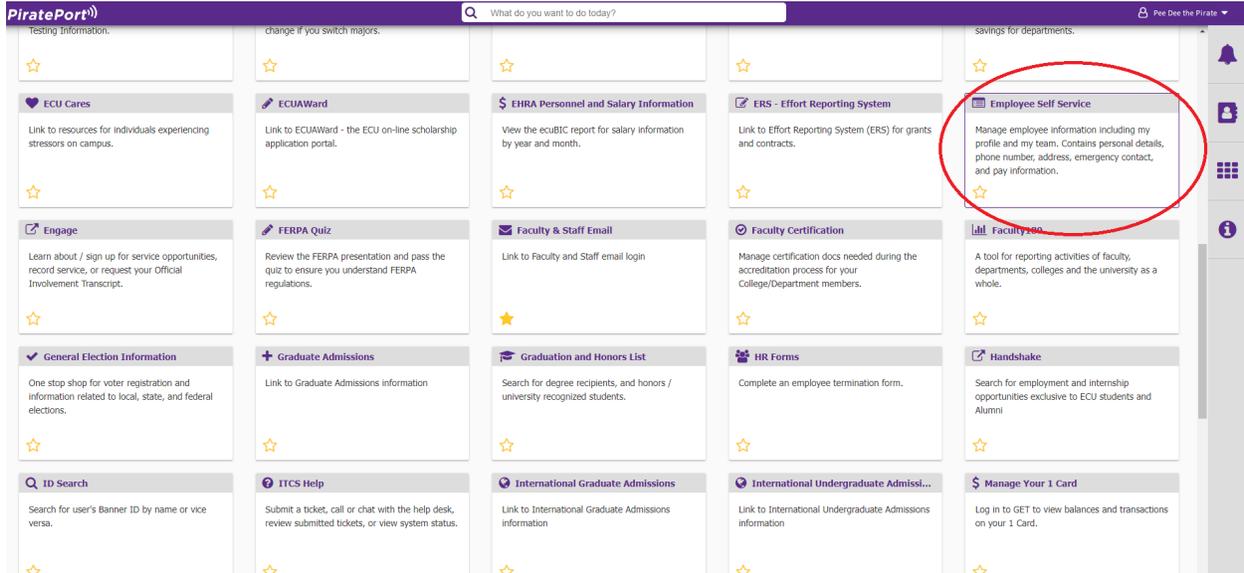
Create new

CANCEL | SAVE NEW DEPOSIT

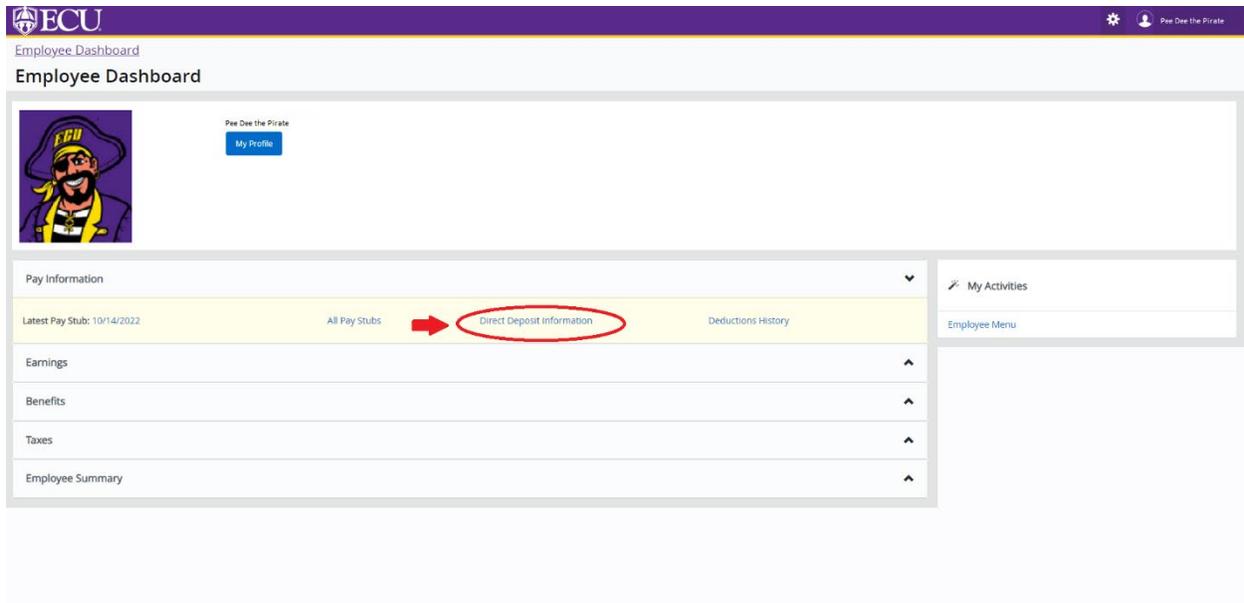
# New Direct Deposit Setup For Accounts Payable

**Please Note: If you do not set up your Accounts Payable deposit information, and you have a travel or other expense reimbursement, a paper check will be mailed to the address on file. You will not receive an ACH payment.**

Step 1: Log into Pirate Port and select Employee self Service.



Step 2: Click on Direct Deposit Information.



Step 3: To add a new account select Add New under Accounts Payable Deposit.

ECU My Profile - Direct Deposit Allocation

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
STATE EMPLOYEES CREDIT UNION			Checking	

Total Net Pay

Proposed Pay Distribution

[-] Delete [+ Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> STATE EMPLOYEES CREDIT UNION			Checking	Remaining	1		Active

Total Net Pay

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

Accounts Payable Deposit

[-] Delete [+ Add New

You have not added an Accounts Payable allocation yet. Click Add New to add an allocation.

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

Step 4: Select Create new to add new account information and input your banking information. Please verify that the Bank Name, Account Number, and the correct Account Type are selected. Click Save New Deposit to complete setup.

\*The name of the bank will populate if the routing number is entered correctly.

Add Accounts Payable Deposit

Choose an option:

Create from existing account information

Create new

CANCEL | SAVE NEW DEPOSIT

### Add Accounts Payable Deposit ✕

**Choose an option:**

Create from existing account information

Create new

**Bank Routing Number** ⓘ

**Account Number** ⓘ

**Verify Account Number**

**Bank Name**

**Account Type**

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL
SAVE NEW DEPOSIT

Once the bank information has been saved, the account will be ready for verification (Prenote\*).

\*See Frequently Asked Questions on page 11 for additional information on the prenote process.

Accounts Payable Deposit <span style="float: right;">Delete Add New</span>				
Bank Name	Routing Number	Account Number	Account Type	Status
<input type="checkbox"/> STATE EMPLOYEES CREDIT UNION	xxxx7049	xxxx6789	Checking	Prenote

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf Cancel Changes Save Changes

## Deleting Your Direct Deposit Account

Step 1: Log into Pirate Port and select Employee self Service.

Step 2: Click on Direct Deposit Information.

Step 3. Check the box located beside Bank name and click delete. A box will appear on the upper right portion of the screen. Click Delete to confirm deletion.

The screenshot shows the ECU Direct Deposit Allocation interface. At the top, there is a navigation bar with the ECU logo and the user's name, Kelly Hewitt. Below this, the page title is "My Profile > Direct Deposit Allocation". A confirmation dialog box is open in the upper right corner, asking "Are you sure you want to delete this Accounts Payable deposit?". The dialog has two buttons: "Cancel" and "Delete". A red arrow points to the "Delete" button. In the main content area, there are two sections: "Proposed Pay Distribution" and "Accounts Payable Deposit". The "Proposed Pay Distribution" section has a table with columns: Bank Name, Routing Number, Account Number, Account Type, Amount, Priority, Net Pay Distribution, and Status. The "Accounts Payable Deposit" section has a table with columns: Bank Name, Routing Number, Account Number, Account Type, and Status. In the "Accounts Payable Deposit" table, the "STATE EMPLOYEES CREDIT UNION" entry is circled in red, and a red arrow points to the "Delete" button in the top right of the dialog.

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> STATE EMPLOYEES CREDIT UNION			Checking	Remaining	1		Active

Total Net Pay

*The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.*

*Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.*

Bank Name	Routing Number	Account Number	Account Type	Status
<input checked="" type="checkbox"/> STATE EMPLOYEES CREDIT UNION	xxxxx7049	xxxxx6789	Checking	Prenote

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

## Changing Your Direct Deposit Account

Follow the immediately preceding steps for Deleting Your Direct Deposit Account, then refer to steps 3 and 4 of New Direct Deposit Setup For Accounts Payable on page 7 of this document.

- **Please note that any changes made to your direct deposit accounts will require verification via the same prenote process required for new direct deposit entries.** See Frequently Asked Questions on page 11 for additional information on the prenote process.

## How do I find my bank account information?

Please note that you must use the entire account number and the entire routing number to set up a direct deposit. Please do not enter partial information. Failure to input complete or correct information will result in failed set up attempts, delays, or deposits into wrong accounts.

### Checks

The first set of numbers on the bottom left corner of your checks is your routing number. The second or middle number is your account number. These numbers may be entered directly into Employee Self Service to set up your direct deposit. **Please avoid using the account and routing numbers listed on deposit slips.** Some financial institutions may utilize deposit slips with routing numbers that can only be used for their internal processes.

### Statements

Statements generally have the complete account number listed beside the account name. Routing numbers are usually located somewhere on the statement. Contact your bank or credit union to verify that the account number listed on your statement is sufficient for direct deposit. Some institutions require the addition of leading numbers to the account number for direct deposit.

### Online Banking

In many cases you may log into your online account to find your account and routing numbers. In most cases the account number is listed beside the account name. **Please note that some mobile applications only give a partial account number.** Review your Bank or Credit Union's website to determine if any leading numbers need to be added to your account number to set up direct deposit.

### Visit Your Local Bank or Credit Union

Visit your local bank or credit union to obtain a direct deposit authorization form. Confirm that there are no leading numbers needed to enter your account numbers for direct deposit.

## Frequently Asked Questions

### Can I use a previously deposited payroll check's accounting number and routing number?

Please do not use the account and routing number on any checks that have been previously written to you by either ECU or any other employer. The account and routing numbers listed on your payroll checks are from the entity that paid you. Use of this information when setting up your direct deposit will result in your paycheck being deposited in that entity's bank account.

### What does prenote status mean?

A prenote means that your account has not been verified by the bank. The prenote process verifies that the account number, routing number, and account types are correct for the account entered. It also verifies that the account is open and eligible for deposit.

In order to complete this verification process, an actual payment must be issued subsequent to your most recent update in ECU's direct deposit system. The next payment issued following any changes made to your direct deposit information, will be via check. However, as a part of the process, ECU will verify your direct deposit banking information as a test. Upon confirmation of your banking information, your account will qualify for direct deposit until any further changes are made to the account or your direct deposit information on file with ECU.

**The prenote process does not verify the name of the person on the account. Please take care to enter correct account numbers to ensure the deposit goes into your account.**

### Can I set up direct deposit into someone else's account?

While it may be possible to setup your direct deposit to go into someone else's account it is not recommended. Any money deposited into another person's account is available for them to use as they see fit.

### What happens if I choose the wrong account type?

Choosing the wrong account type could result in your bank failing to verify your account. This will result in delays in starting your direct deposit.

### What could happen if I use an incorrect routing number?

Please verify your routing number prior to input. Banks may have multiple routing numbers. It is your responsibility to ensure that the routing number provided relates to your account. Do not use domestic or international wire numbers labeled as wire routing numbers to set up your direct deposit. Failure to provide the proper routing number may result in delays in starting your direct deposit.

### What could happen if I enter an incorrect account number?

Please verify that the account number is for your account. Failure to supply correct information could result in your direct deposit being rejected or held by your bank. It could also result in your direct deposit being deposited into an account that you do not have access to.

Can I set up for my pay to be split between paper check and direct deposit?

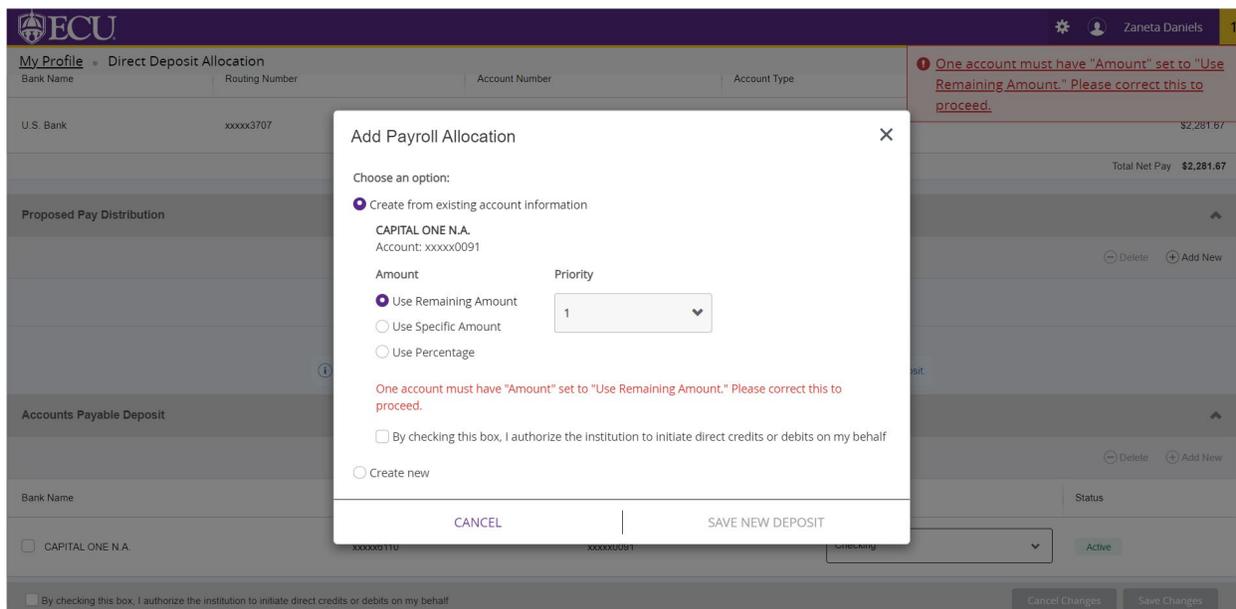
No. If you utilize direct deposit, the entirety of your payments will be deposited into the identified account.

Can I set up for my direct deposit to go into more than one account?

No. At this time, ECU does not offer the option of splitting payments between multiple direct deposit accounts.

Why am I not able to use the specific amounts or percentage options for my payroll allocation?

Although they can be seen, these options are currently disabled. Attempts to utilize any option other than Use Remaining Amount will result in an error message, preventing the completion of your direct deposit setup.



Do I need to set up deposit information for Accounts Payable?

The Accounts Payable section should be populated if you expect to be reimbursed in the future for travel or any other expenditure. Student refunds are issued outside of the Payroll/Accounts Payable Direct Deposit system. If you do not expect to be reimbursed, you do not need to be set up an Accounts Payable Direct Deposit Account.

**Note: If you do not set up your Accounts Payable deposit information, and you do have a reimbursement, a paper check will be mailed to the address on file. You will not receive an ACH payment.**