



Direct Deposit Setup Instructions

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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?

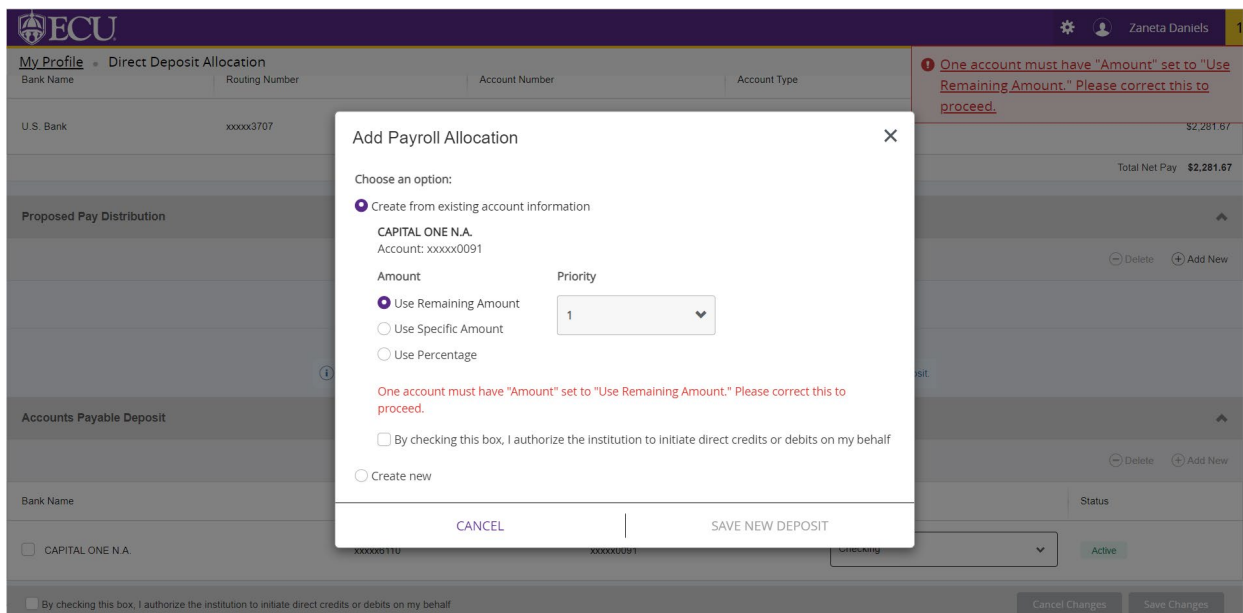
No. If you utilize direct deposit, the entirety of your payments will be deposited into the identified account.

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.