



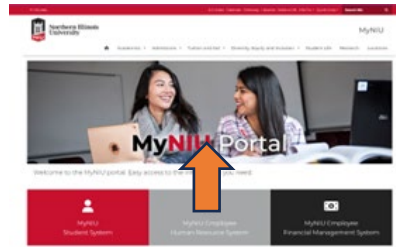
Creating Direct Deposit Accounts in MyNIU

An employee can create more than one direct deposit account in their MyNIU Employee Human Resource System portal.

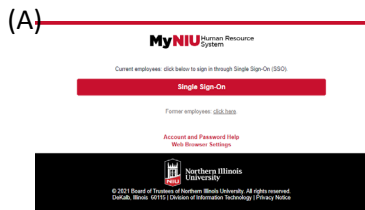
Step 1: Open [MyNIU](#) (this can also be found in the Quick Links in the upper right corner of the [niu.edu](#) website).



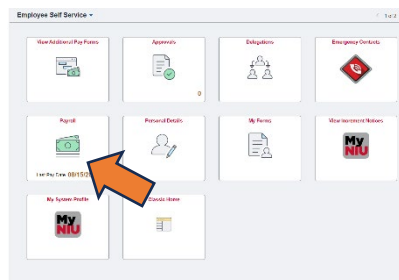
Step 2: Click on the *MyNIU Employee Human Resource System* tile.



Step 3: Click on the *single sign-on* (A) or enter your A-ID and password (B), if requested.



Step 4: Click on the *Payroll* tile.





Step 5: On the *Paychecks* screen, click the *Direct Deposit* tab on the left side of the screen

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
08/15/2023	Northern Illinois University	08/01/2023 08/15/2023		>
05/31/2023	Northern Illinois University	05/16/2023 05/31/2023		>
05/15/2023	Northern Illinois University	05/01/2023 05/15/2023		>

Step 6: You will see your current direct deposit(s). You can have up to three (3) accounts. Click on the Plus (+) button in the top left corner to add an account.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Checking	Direct Deposit				Full Balance

All employee reimbursements and refunds processed by NIU Accounts Payable Services will be direct deposited into the employee's account with the Amount/Percent designated as "Full Balance" when one account is listed and "Remaining Balance" when multiple accounts are listed.

Step 7: In the *Add Account* screen, complete the boxes as requested (follow the *Tips* below).

TIPS:

- Use **Nickname** to name the account anything that helps you identify it.
- The **routing number** must at least nine (9) digits.
- The **bank name** will automatically complete if you have the correct routing number.
- **Account type** can only be checking or savings accounts
- **Deposit Type** – Amount (any dollar amount) or Percent (1%-99%) allowed.
- **Amount or Percent** –enter the dollar amount or the percentage amount of deposit you wish to deposit into the designated account. **No symbols except decimal points.**

Cancel Save

* Indicates required field

When this second account is saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list.

Nickname

*Payment Method

Bank

Routing Number

Bank Name

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount or Percent

Click *Save* in upper right corner when done.



Step 8: Your new direct deposit account will appear on your list.

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings	Direct Deposit				80.00%
Last	Checking	Direct Deposit				Remaining Balance >

All employee reimbursements and refunds processed by NIU Accounts Payable Services will be direct deposited into the employee's account with the Amount/Percent designated as "Full Balance" when one account is listed and "Remaining Balance" when multiple accounts are listed.

You will receive an email in your NIU.EDU inbox like this each time you make a change, delete, or reorder your direct deposits:

Your direct deposit request on 2023-10-05 09.43.10.000000 has been successfully submitted.

However, due to the timing, your direct deposit change may not be reflected on the next paycheck.

If you did not change your direct deposit data, please contact payroll@niu.edu immediately.

This is a system-generated email. Do not reply to this email.

NOTE: the email indicates that based on the timing, change(s) may or may not be reflected in the next paycheck. It may take up to two (2) pay cycles before the change is reflected. Payroll can be processed up to five (5) business days ahead of the payday, and no change(s) entered between the processing completion and the actual payday will take effect in that pay period. This is especially important when closing accounts. Work with your bank(s) to ensure that all deposits are made correctly and that accounts are not closed before a deposit occurs.

ADDING MORE ACCOUNTS

You may have up to three (3) accounts; however, please note the statement in **RED** under the Direct Deposit account(s). It says:

All employee reimbursements and refunds processed by NIU Accounts Payable Services will be direct deposited into the employee's account with the Amount/Percent designated as "Full Balance" when one account is listed and "Remaining Balance" when multiple accounts are listed.

To add a third (3rd) account, please repeat **Steps 6-8** above. Continue to **Step 9** after third (3rd) account is added to learn about **reordering accounts**.

If you only need two (2) accounts, proceed to **Step 10** to learn about **deleting account** or to **Step 12** to learn about **change deposit amounts** on accounts.



Step 9: If you have three (3) accounts, you will now see the *REORDER* button (A). This allows you to rearrange the order of deposits. For example, if we would like to ensure that \$25.00 is deposited in the Savings 2 account every pay period, we could move that to Order #1 position (B).

A)

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings 2	Direct Deposit			Savings	\$25.00
2	Savings	Direct Deposit			Savings	80.00%
Last	Checking	Direct Deposit			Checking	Remaining Balance

Reorder

All employee reimbursements and refunds processed by NIU Accounts Payable Services will be direct deposited into the employee's account with the Amount/Percent designated as "Full Balance" when one account is listed and "Remaining Balance" when multiple accounts are listed.

B) To do this, click the *Reorder* button (shown in A above), then drag the = icon and move the Savings 2 to the top (see diagram (B) below).

Click Save in the upper right corner when you are finished.

Cancel **Reorder Accounts** Save

Update the processing order of your accounts by dragging and dropping the row with the = icon on the Reorder column to the desired position. The account on row 1 will be processed first.

When a Remaining Balance account exists, it will be the last account processed to pay out any remaining funds and cannot be reordered. To reassign the remaining balance account, use the Edit Account page to update the distribution details.

Accounts

Reorder	Nick Name	Account Number	Amount or Percent
=	Savings 2		\$25.00
=	Savings		80.00%
	Checking		Remaining Balance

The accounts screen now looks like this:

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings	Direct Deposit			Savings	80.00%
2	Savings 2	Direct Deposit			Savings	\$25.00
Last	Checking	Direct Deposit			Checking	Remaining Balance

Reorder

All employee reimbursements and refunds processed by NIU Accounts Payable Services will be direct deposited into the employee's account with the Amount/Percent designated as "Full Balance" when one account is listed and "Remaining Balance" when multiple accounts are listed.

The *Last* account must always remain as last. It cannot be reordered.



Step 10: To delete an account, click on the > at the end of the line of the deposit you would like to delete.

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
1	Savings	Direct Deposit			Savings	80.00%	>
2	Savings 2	Direct Deposit			Savings	\$25.00	>
Last	Checking	Direct Deposit			Checking	Remaining Balance	>

Reorder

All employee reimbursements and refunds processed by NIU Accounts Payable Services will be direct deposited into the employee's account with the Amount/Percent designated as "Full Balance" when one account is listed and "Remaining Balance" when multiple accounts are listed.

If you delete or require a set amount in the account identified as *Remaining Balance*, you will be required to reassign one of the other accounts as a *Remaining Balance*. If you delete all other accounts and only have one account, the system will reassign this account as *Full Balance* account. One account must always be either a remaining balance (if you have more than one account) or a full balance (if you only have one account).

Step 11: Click the Remove button at the bottom of the screen. Then click YES to delete account.

Cancel **Edit Account** Save

* Indicates required field

Nickname: Savings

*Payment Method: Direct Deposit

Bank

Routing Number: 123456789

Bank Name: Your Bank Name

Account Number: 12345678

Retype Account Number: []

Pay Distribution

*Account Type: Savings

*Deposit Type: Percent

Percent: 80.00

Remove

In this example, removing the 80% deposit results in the account page appearing like this:

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
1	Savings 2	Direct Deposit			Savings	\$25.00	>
Last	Checking	Direct Deposit			Checking	Remaining Balance	>

All employee reimbursements and refunds processed by NIU Accounts Payable Services will be direct deposited into the employee's account with the Amount/Percent designated as "Full Balance" when one account is listed and "Remaining Balance" when multiple accounts are listed.



CHANGING DEPOSIT AMOUNTS

Step 12: The amount of the deposit can be changed on any account. See Step 10 above on changing/deleting *Remaining Balance* account. Use Step 10 and 11, and instead of clicking *Remove*, change the deposit type and/or Percent/Amount as needed. Be sure to change both accordingly if necessary. Click *Save* when completed with a change.

NOTES:

- When new account(s) are added, the amount/percent on the original account will change to 'Remaining Balance'.
- Deposits will be made in selected order (see Steps 8 & 9). Any remaining balance will be deposited in the account listed as *Remaining Balance*. Use the *Reorder* button (Step 9) if you need to change the order
- And to repeat, based on the timing, change(s) may or may not be reflected in the next paycheck. It may take up to two (2) pay cycles before the change is reflected. Payroll can be processed up to five (5) business days ahead of the payday, and no change(s) entered between the processing completion and the actual payday will take effect in that pay period. This is especially important when closing accounts. Work with your bank(s) to ensure that all deposits are made correctly and that accounts are not closed before a deposit occurs.
- Questions or concerns can be directed to Payroll@niu.edu.