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](https://www.niu.edu) (this can also be found in the Quick Links in the upper right corner of the [niu.edu website](https://www.niu.edu)).

**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.

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.

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.

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

Click Save in upper right corner when done.
Step 8: Your new direct deposit account will appear on your list.

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) The accounts screen now looks like this:

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.

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.

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