

How to Sign up for Direct Deposit

(Please note that travel/expense reimbursements are automatically sent via check unless an expense reimbursement bank is added, even if paychecks are received via direct deposit.)

1: To begin, go to Employee Self Service in the <u>BUworks Portal</u> and click on Pay



2: Select Direct Deposit. This will open a new window, so please make sure that any pop-up blocker on your browser has been disabled for this site.

600	Pay Salary Statement
20	Salary Statement
-	You can view your most recent salary statement here.
	Direct Deposit
	Enter, change, or delete your bank information.
	W-4 Tax Withholding
	You can create, change, and display the information included on the W-4 form here.
	W-2 Election
	You can make the election for paper or online W-2 delivery here.
	W-2 Display
	You can view your most recent W-2 here.



3: Select the Add drop-down, then Travel Expenses. If you're looking to set up up your Payroll Direct Deposit, choose Bank (or Other Bank, to add additional bank accounts).

🗓 🔒 https://ppo.buw	. bu.edu /irj/portal?NavigationTarget=ROLES%3
Direct Deposit	
▼ Direct Deposit	Add _
Main bank	Other bank
Payee: Bank name:	

- 4: Fill out the Routing and Account Number. You must also specify your Account Type
- 5: Payment method must be set to Bank Transfer (ACH PPD)
- 6: Select Save and Back, or Save.

Add Evnanca Daimhursamant han	k -							
Save and Back Save & Cancel	Λ							
I hereby authorize my employer, Boston University to a	deposit funds into the account above. Boston University is also authorized							
to apply any debit adjustments to correct any excess deposit(s) made in error to my account. I will not hold Boston University liable for any erroneous deposits or for any adjustments made to my account in error.								
Bank Data								
Payee:								
Routing Number:								
Account Number:								
Account Type:								
Note to Payee:	Bank transfer (ACH PPD)							
rayment method.								
Percentage of Net		0.00						
Percentage of Net: Flat Amount:		0.00						
Percentage of Net: Flat Amount:		0.00						
Percentage of Net: Flat Amount:		0.00						
Percentage of Net: Flat Amount:		0.00						
Percentage of Net: Flat Amount: Validity		0.00						
Percentage of Net: Flat Amount: Validity © Valid as of Today		0.00						
Percentage of Net: Flat Amount: Validity (a) Valid as of Today (b) Valid From		0.00						

You are now signed up for Direct Deposit. Please see below for a few additional notes and suggestions.



- It can help to have a blank check available when you are at step 4, as this will contain your routing/account numbers.

NY TO THE S	Your Name Your Address		1001-
AW TO THE SECOND		DATE	
Your Bank Name	PAY TO THE ORDER OF		\$
Your Bank Name			DOLLARS
	Your Bank Name		
		1001	

- If account/routing numbers are incorrect, either:

1) Your bank will accept the funds at the wrong account (e.g. "John Smith in Idaho"), and retrieving these funds may prove difficult for you.

2) The bank will bounce the payment back to Boston University. This can take 3-5 business days (depending upon the size of the bank) before the money comes back. A check will then be reissued, and can be picked up at the Accounts Payable office or mailed to the address in your BUWorks profile.