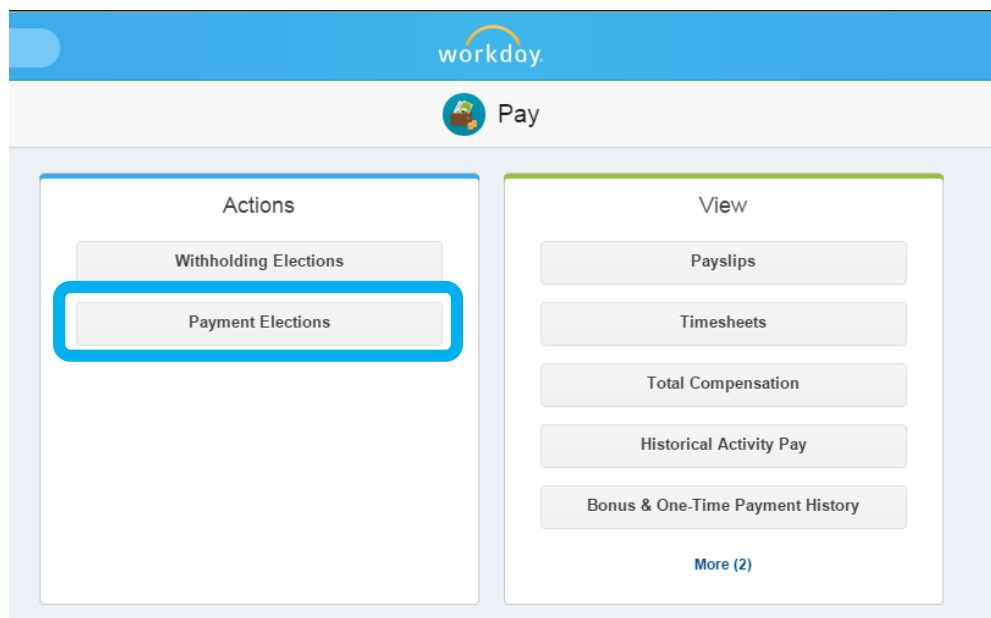
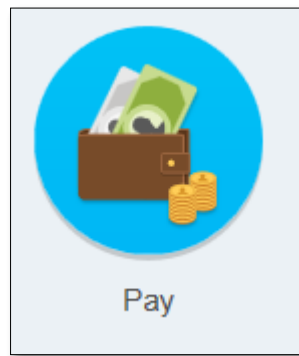


Payment Elections: Direct Deposit Setup

Please be advised that Direct Deposit is Mandatory for all Barry University employees. Please follow these 5 simple steps in order to complete your direct deposit. For those that do not have a bank account the payroll department has an alternative option, which is Rapid Paycard. If you would like to enroll in this option simply send an email to payroll@barry.edu requesting it.

Steps:

1. From the **Pay** worklet, select **Payment Elections**



2. Click on **Add Account**

Payment Elections

Designate how to receive payment for each type of pay. For direct deposit be sure to add accounts prior to changing elections

Worker [Your Name Here](#)
Default Country United States of America
Default Currency USD
Status Successfully Completed

Add Account

3. Enter your account details. This can be found either on a check or on your online banking. You can also call your bank and ask customer service for this information.

Add Account

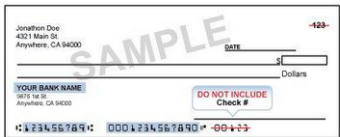
Add account information for use when electing direct deposit for payments. Assign the account a nickname for easy identification later. The bank name is informational only. The numbers drive the direct deposit transaction and may be found on checks. Please contact your bank for further information on direct deposit.

Less

Worker

Account Country United States of America

Sample Check



Jonathan Doe
4321 Main St
Anytown, CA 94200

YOUR BANK NAME
3678 1st St
Anytown, CA 94200

DO NOT INCLUDE
Check #

9 Digit Routing #
Between the 12 symbols

Account #
Include all zeros

Account Information

Account Nickname (optional)

Account Type Checking
 Savings

Bank Name

Routing Transit Number

Account Number

Additional Information

Bank Identification Code

OK Cancel

4. Click **OK**