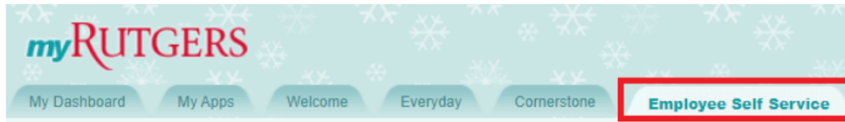


Setting up direct deposit

6mo ago • 106 Views

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1. Navigate to my.rutgers.edu, click **Login** at the top right corner, and log in using your *NetID* and *NetID password*
2. Click on **Employee Self Service** near the top of the screen



3. On the left-hand side, select **Direct Deposit / Pay Card Set-Up**.



4. Click **Add Account**.

Direct Deposit

Please note that additional security features have been implemented to safeguard your bank account information. Review, add or update your direct deposit information.

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order		
Checking			Balance		999	Edit	Delete

[Add Account](#)

5. Verify your SSN, and on the following page fill out the requested information regarding your bank account: Routing number, account number, account type, deposit type, and deposit order.

Direct Deposit

SSN Verification

Please enter the last four digits of your SSN to add a new account. The four digits you enter must match the last four digits of your SSN before you will be allowed to add new account information.

SSN:

[Submit](#)

[Return to Direct Deposit](#)

Direct Deposit

Add Direct Deposit

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:
*Account Type:
*Deposit Type:
Amount or Percent:
*Deposit Order: (Example: 1 = First Account Processed)

[Submit](#)

* Required Field

[Return to RU SSN Verification](#)

6. Hit **Submit** to complete direct deposit setup.