Setting up direct deposit
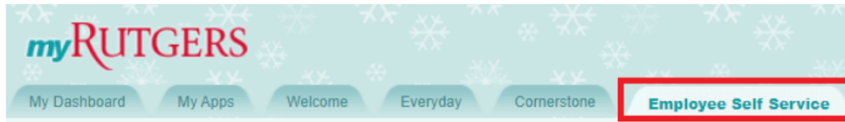
6mo ago • 👁 106 Views

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**.

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.

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