

Setting up separate direct deposit for T&E reimbursement payments

To get to the main bank screen, go to Employee Self-Service, Travel and Expenses, Review/Edit Profile and click the Bank Accounts tab. To add the bank acct, click the plus + sign at the end of the first row. A second row will come up. Click on the Bank icon. The second screen will pop up. Enter the info and click return. Once you go back to the main screen, check the Default box next to the new bank acct and click Save.

Menu

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Employee Data
Organizational Data
User Defaults
Bank Accounts
Corporate Card Information
UM Payroll Chartfield \

Shelly DeJaynes

Organizational Data Find | View All | First 1 of 1 Last

GL Unit: UOEXT Extension **Default Profile**

Department: E1401051 ADMIN MANAGEMENT

*Payment Method: Automated Clearing House **Hold Payment**

Customize | Find | | First 1-2 of 2 Last

Default	Source	Beneficiary Bank	Bank ID	Branch Name	Bank Account #	
<input type="checkbox"/>	Payroll	COMMERCE BANK	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -
<input checked="" type="checkbox"/>	Expenses	COMMERCE BANK	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -

[EFT Options](#) Click on icon above to change EXPENSES Bank, Account Info ELSE click on button to add a new row

Direct Deposit Information

Bank Account Type:

External Bank ID: (See Below)

Bank Account #: (See Below)

Confirm Account:

Direct Deposit Maintenance

Update bank Information?

Audit Information

Update Date/Time: 09/27/11 9:40AM User ID: SDWV8

Where to Find Routing and Account Information

MEMO

⑆ 23456789 ⑆
⑆ 0123456789 ⑆
123

The **routing number** is the 9 digits between the ⑆ symbols.

The **account number** is to the left of the ⑆ symbol.

The **check number** matches the number in the upper-right corner.

Return