

How to Enter Direct Deposit Online

1. **Log in to CIS:** The CIS link can be found on the HR main page, <https://www.hr.utah.edu/> find



the icon

2. You can also log on using <https://gate.acs.utah.edu>
 - **Use your UID with a lower case u** and enter your password. All CIS log in is now DUO authenticated and will send a push of verification to your method of choice. If you have any questions on how to log in to CIS or have issues with DUO authentication, call the campus help desk @ 801-581-4000.



Login

A login form with fields for 'uNID: (e.g., u8752001)' and 'Password:'. Below the fields is a 'LOGIN' button. There are also links for 'Forgot your uNID?' and 'Forgot your password?'.

Once logged on to CIS find Payroll, Taxes and Salary

A screenshot of the CIS Employee Home Page. The page features a red header with 'U CAMPUS INFORMATION SERVICES' and 'Employee'. A grid of tiles provides access to various services. A red arrow points to the 'Payroll, Taxes & Salary' tile. Other tiles include University Careers, Campus Directory, Human Resources, Payroll Office, Benefits Information, Applicant Tracking System, Hospital Applicant Tracking, Learning Management System, Electronic W-2 Forms, Employee Forms 1095-C, Annual Compensation State..., Change Your Password, Change Your Security Information, Campus Alert, DUO 2FA Management, Workorder Status, Facilities Customer Request, Cell Phone Reimbursement, Performance Management, Training Summary, Key Request, PeopleSoft Systems, IT & Administrative Services, Advance System, Add Non-Credit Career, and Personalize Homepage.

- This is where employees can find their W2's, view pay stubs, and update their W4's as well.

3. Click on Direct Deposit



- This option will let you set up a new account, change your direct deposit information and delete accounts.

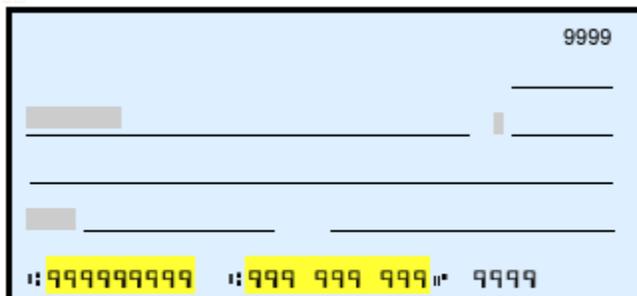
How to set up One account

1. If you are setting up direct deposit for the first time click **Add Account**.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	*Deposit Order	
<input type="button" value="Add Account"/>						

2. Select either **Checking or Savings** account.
3. In the **Deposit Type** box, you will need to select **Balance**. (Know that if you try to select anything else it will automatically change to balance).
 - a. Balance means everything that is left after any other priorities are taken out, so in the case of only one account with no other priorities it would mean the entire net pay.
4. **You will NOT** need to put anything in the Amount/Percentage box for the balance row.
5. Enter the bank transit/routing number. See example below for determining routing and account number.

Check Example



1

2

- 1 - Routing Number
- 2 - Account Number

6. Enter your account number. (DO NOT include dashes, or names. Put in numbers only)
7. Your Deposit Order number for your Balance row must be 999.
8. Click the Submit button

How to set up more than one account

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	*Deposit Order		
Savings	124000054	12456	Balance		999	Edit	
Add Account		Suppress Advice					

[Direct Deposit Help](#)

[Return to Payroll and Compensation](#)

This page shows the first account or accounts that you currently have set up.

1. **To Add an Account**, click on the Add Account button. The following page will pop up:

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (example: 1 = first account processed)

[Submit](#)

* Required Field

[Return to Direct Deposit](#)

- a. **Routing number:** Enter the routing number of the new account
- b. **Account number:** Enter account number
- c. **Account Type:** Select Checking or Savings
- d. **Deposit Type:** Select Percent or Amount
 - i. Select *Percent* if you want a percentage of your *net pay* to be deposited into this account.
 - ii. Select *Amount* if you want a specific dollar amount to be deposited to the account.
- e. **Amount or Percent:** Enter the specific dollar amount if you have selected the amount option. If you have selected percent, enter the percentage as a whole number.
- f. **Deposit Order:** This is the order in which you want your net pay deposited. If you have two accounts set up besides your balance account, your net pay will be deposited in the numerical order that you select in the deposit order box. By selecting 1 for deposit order, the amount or percentage that you have elected for this account will be deposited first, before any of the other accounts. By selecting 2, the amount or percentage that you elected will be deposited to this account after deposit order 1 has been deposited and so on. The remainder of your money after each deposit order is done will go to your balance account.

g. **Click Submit.**

Common Questions:

1. I cannot Delete the Balance account what do I do?
 - a. As you are adding or changing your account information you will notice the Balance Account cannot be deleted and if you are only setting up one account it will default to be your balance account. If you need to change the account information that is in the Balance you will need to select the Edit link. . Under the  link you will be able to change the routing number, the account number, and the Account Type: Checking or Savings.
2. My routing number is not working and I'm sure it is correct?
 - a. If you have an out of state bank it is possible that we need to set your bank up in the University system. If this is the case you will need to contact the payroll office to have them set up your bank in the system.