HOW TO SIGN UP FOR DIRECT DEPOSIT

1) Log into PeopleSoft through the BYUH website by clicking on “mybyuh”

2) Fill in your CES Net ID and Password
3) There are different tabs --- click on the Employee Tab

4) Under Payroll & Compensation click on Direct Deposit
5) Press the Add Account button

6) Enter your Bank Routing Number (Bank ID#), Account Number & Type, Deposit Type & Order. (This is NOT your 16-digit debit/credit card number)
****If you enter any information incorrectly the deposited money will be returned to BYUH and then re-issued in the form of a check to the mailing address that is provided on your mybyuh account (make sure it is up-to-date). This process can take up to 2 weeks so make sure the information you input is correct.

**Routing Number (Bank ID)** – Enter the Bank ID, must be nine digits for the U.S.
**Account Number** – Enter the account number into which the money should be deposited.
**Account Type** - You must enter whether it is a Savings account or a Checking account.
**Deposit Type** - You must enter a Deposit Type – Amount, Balance, or Percent.
**Amount** – Select if you want a fixed dollar amount to be deposited in this account.
**Balance** – Select if you want the balance of your pay to be deposited in this account.
**Percent** - Select if you want a specific percentage of your net pay to be deposited in this account. ***Always remember that if you add more than one account that at least one of them needs to be set to Balance.
**Deposit Order** – This tells the system which account to deposit the money into first, second, third, etc.

**Click save to process you request.**

If you have any doubts or questions please feel free to come in and see me and I can assist you with setting up your Direct Deposit.

**Contact Information:**

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Here are some advantages of participating in Direct Deposit:

* **Peace of Mind** - with Direct Deposit, you don't have to worry about receiving your payment late because of mail delays or having your check lost or stolen.

* **Prompt Payment** - you will have access to your money earlier, since the deposit will be credited on the payment date, thus eliminating any mail delays.

* **Convenience** - if you need cash, simply go to an ATM teller to withdraw cash that has already been deposited to your account!

* **Freedom** - Your payment will be automatically deposited to your account, whether you are on vacation, traveling, or ill.

* **Time Savings** - with Direct Deposit, you will have more time to do the things you enjoy since you do not have to make a special trip to deposit your check.

* **Weather Proofing** - many times, bad weather makes getting out to deposit your check inconvenient or even hazardous. Direct Deposit by electronic funds transfer eliminates this problem.
Below are 2 common examples of checks on where you would be able to find your Bank Routing Number and Account Number.