



# Banner Direct Deposit User Guide

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## Introduction

This guide provides information targeted for administrative users at your institution who may assist employees and students who will use the Banner Direct Deposit application.

## What is Banner Direct Deposit?

Banner Direct Deposit is an Ellucian application that allows your employees and students to create, update and delete bank account records so that they can receive payments through direct deposit.

While employees have had access to this functionality for quite a while through Employee Self-Service, Banner Direct Deposit now makes it available to students as well.

## Features

Your employees and students can use the Banner Direct Deposit application self-service features to inform the institution regarding how they would like to be paid or reimbursed and where they would like the funds they are due to be deposited.

Your administrative users in the Payroll and Accounts Payable areas will save time by no longer needing to process, create, update and delete direct deposit information for employees and students.

## Security considerations

Role-based security – If users do not have the role of student or employee based upon the data about them in the Banner database, they will be presented with the message ‘You are not authorized to view this page,’ upon login and will not be able to access the application.

## Relationship with other Banner products

The Banner Direct Deposit application interacts with Direct Deposit Recipient (GXADIRD) in the administrative Banner application. As such, the information that employees and students create, update and delete while using the Banner Direct Deposit application will have an impact on the Payroll process in Banner Human Resources and the Account Payable check process in Banner Finance.

## Login steps

You can log in to the Banner Direct Deposit application as a standalone product.

### Procedure

1. Access the Banner Direct Deposit URL: <server>:<port>/BannerGeneralSsb.
2. Enter your user name and password.
3. Click **Sign In**.

The Banner Direct Deposit landing page appears.

# User Interface

The employee and student user interface has two landing pages: the desktop landing page and mobile/or tablet device landing page.

## Differences in user experience

The user experience varies depending on your user role and the device you use.

Employees have payroll direct deposit allocations and accounts payable direct deposit accounts. Students have only accounts payable direct deposit accounts.

You can use the **Edit** button on a mobile or tablet to perform edits or updates and the system saves these actions one at a time. The **Edit** button does not display on a desktop.

## Desktop landing page of the employee user interface

An employee with no existing direct deposit allocations is presented with three sections on the landing page of the Banner Direct Deposit user interface.

- The first section, Pay Distribution as of MM/DD/YYYYY, contains information regarding the last pay distribution date, bank name, routing number, account number, account type, net pay distribution, and total net pay amount.
- The second section, Proposed Pay Distribution, displays the **Delete** button (disabled) and the **Add New** button (enabled), and the informational message, You have not added any payroll allocations yet. Click Add New to add an allocation.
- The third section, Accounts Payable Deposit, displays the **Delete** button (disabled) and the **Add New** button (enabled), and the informational message, You have not added an Accounts Payable allocation yet. Click Add New to add an allocation.

The employee landing page of the Banner Direct Deposit user interface also contains options for performing the tasks below for the employee.

Field	Description
Add New	Use this button to add a new direct deposit allocation. Also use this option to add a new accounts payable direct deposit allocation.
Delete	Use this button to delete an existing direct deposit allocation. Also use this option to delete an existing accounts payable direct deposit allocation.

## Add payroll direct deposit allocations for the employee on the desktop

Employees can add payroll direct deposit allocations by clicking the **Add New** button on the Proposed Pay Distribution section. Clicking the **Add New** button opens the Add Payroll Allocation window. The payroll Amount is designated as Remaining, Specific, or Percentage.

The Add Payroll Allocation window contains options for performing the tasks below for employees.

Field	Description
Bank Routing Number	Enter a valid Bank Routing number for your institution. Valid bank routing numbers for the United States can contain up to 9 characters. Valid bank routing numbers for non-US banks can contain up to 11 characters. Bank Routing numbers must exist in Bank Routing Number Validation (GXVDIRD) otherwise the employee will receive an <code>invalid value</code> error message when they attempt to add a payroll allocation.
Sample Check icon 'i'	Select this icon to view an image of a sample check that displays the locations of the bank routing number and account number on a check
Account Number	Enter a valid bank Account Number. Valid bank account numbers for the United States can contain up to 17 characters. Valid bank account numbers for non-US banks can contain up to 34 characters.
Account Type drop-down list	Use this drop-down list to select either checking or savings for the Payroll direct deposit allocation.
Amount	<p>Radio button group</p> <ul style="list-style-type: none"> <li>Use Remaining Amount – Select this option button to deposit the amount of money remaining after the prior allocations are deposited into the designated accounts.</li> </ul> <p><b>Note:</b> If the <b>Use Remaining Amount</b> option button is selected, the <b>Priority</b> field will be disabled and not available for selection. Remaining Amount can also be selected to deposit the entire allocation into one designated account.</p> <ul style="list-style-type: none"> <li>Use Specific Amount – Select this option button to deposit a specific amount of money into the designated account. Enter this amount in the 'Enter Amount' input field. Valid values are 0.01 to 99999999.99.</li> <li>Use Percentage – Select this option button to deposit a percentage amount of money into the designated account. Enter this amount in the <b>Enter Percentage</b> % input field.</li> </ul>
Priority list field	Use this drop-down list to select a priority for the direct deposit allocation. Select the down arrow from this list to display the priority numbers available for selection.



Field	Description
	<p><b>Note:</b> The next priority available for selection will display in this list by default and another value may be selected from the list if desired. If Use Remaining Amount option button is selected, the Priority field will be disabled and not available for selection.</p>
Disclaimer check box	Use this check box to acknowledge the customized disclaimer message that the institution has created to receive authorization to initiate direct credits or debits on behalf of the user.
Cancel Changes	Use this button to cancel any pending changes that may exist on the landing page. <p><b>Note:</b> This button is not enabled until there are pending changes on the landing page.</p>
Save New Deposit	Use this button to save any pending changes that may exist on the landing page. <p><b>Note:</b> This button is not enabled until the disclaimer check box is checked.</p>

## Add payroll bank account information - remaining amount

Employees can add payroll bank account information “remaining amount” using the desktop view.

### Procedure

1. On the Proposed Pay Distribution section, click **Add New**.
2. On the **Add Payroll Allocation** window, enter the Bank Routing Number.
3. In the **Account Number** field, enter the account number.
4. From the **Account Type** list, select the account type.
5. Click **Use Remaining Amount**.  
This option is selected by default.
6. Check the **disclaimer text box** to acknowledge you read the disclaimer.
7. Click **Save New Deposit**.

The `Saved Successfully` message appears.

If the institution has configured the Email Notification functionality in administrative Banner, employees receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

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## Add payroll bank account information - use specific amount

Employees can add payroll bank account amount information using the desktop view.

### Procedure

1. On the Proposed Pay Distribution section, click **Add New**.
2. On the **Add Payroll Allocation** window, enter the Bank Routing Number.
3. In the **Account Number** field, enter the account number.
4. From the **Account Type** list, select the account type.
5. Click **Use Specific Amount**.
6. In the **Enter Amount** field, enter the amount.  
Valid values are 0.01 to 99999999.99. For example, enter \$200.00 as 200 and \$99.50 as 99.50.
7. Check the **disclaimer text box** to acknowledge you read the disclaimer.
8. Click **Save New Deposit**.

The `Saved Successfully` message appears.

If the institution has configured the Email Notification functionality in administrative Banner, employees receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

## Add payroll bank account information - use percentage

Employees can add payroll bank account “use percentage” information using the desktop view.

### Procedure

1. On the Proposed Pay Distribution section, click **Add New**.
2. On the **Add Payroll Allocation** window, enter the Bank Routing Number.
3. In the **Account Number** field, enter the account number.
4. From the **Account Type** list, select the account type.
5. Click **Use Percentage**.
6. In the **Enter Percentage** field, enter the percentage amount.  
Valid values are 0.01 to 99999999.99. For example, enter \$200.00 as 200 and \$99.50 as 99.50.
7. Check the **disclaimer text box** to acknowledge you read the disclaimer.
8. Click **Save New Deposit**.

The `Saved Successfully` message appears.

If the institution has configured the Email Notification functionality in administrative Banner, employees receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

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**Note:** If the employee has existing Accounts Payable accounts, the Add Payroll Allocation window displays the **Create from existing account** and **Create new** option buttons under the Choose an option heading.

## Create payroll bank account records from existing accounts payable bank account records

Employees can also create payroll direct deposit allocations using existing information from accounts payable direct deposit accounts. Changing the **Account Type** in the Proposed Pay Distribution section does not change the account type in the Accounts Payable Deposit section. Employees must have an existing accounts payable direct deposit account to perform the action.

### Procedure

1. On the Proposed Pay Distribution section, click **Add New**.
2. On the **Add Payroll Allocation** window, select the **Create from existing account information**. The bank name and account number are displayed.
3. Select the Amount.
  - Use Remaining Amount
  - Use Specific Amount - enter the amount in the **Enter Amount** field
  - Use Percentage Amount option buttons - enter the percentage amount in the **Enter Percentage** field
4. Check the **disclaimer text box** to acknowledge you read the disclaimer.
5. Click **Save New Deposit**.

The `Saved Successfully` message appears.

If the institution has configured the Email Notification functionality in administrative Banner, employees receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

**Note:** This account will display as a record in administrative Banner on GXADIRD with the Payroll check box selected, and the existing Accounts Payable account will also display as a separate record with the Accounts Payable check box selected.

For an employee with existing direct deposit allocations:

- The first section of the landing page of the Banner Direct Deposit user interface contains information regarding the last pay distribution date, bank name, routing number, account number, account type, net pay distribution, and total net pay amount.
- The second section contains information regarding proposed pay distribution, bank name, routing number, account number, account type, amount, priority, net pay distribution amount, status, and total net pay amount.
- The third section contains information regarding Accounts Payable deposits, bank name, routing number, account number, account type, and status. The informational message

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Edit the existing deposit, or select and delete it before adding a new deposit also displays.

## The employee landing page

The employee landing page of the Banner Direct Deposit user interface contains options for performing the tasks below for the employee with existing account(s). The **Status** and **Check** fields are informational only.

Field	Description
Add New button	Use this button to add a new Payroll direct deposit allocation. Also use this option to add a new Accounts Payable direct deposit account. This button will display enabled.
Delete button	Use this button to delete an existing Payroll direct deposit allocation. Also use this option to delete an existing Accounts Payable direct deposit account.
Account Type drop-down list	Use this drop-down list to select either checking or savings for a Payroll direct deposit allocation or an Accounts Payable direct deposit account.
Amount drop-down list	Use this drop-down list to select a remaining amount or enter a specific amount, percentage for the direct deposit allocation.
Priority drop-down list	Use this drop-down list to select a priority for the direct deposit allocation. Select the down arrow from this list to display the priority numbers available for selection.  <b>Note:</b> The next priority available for selection will display in this list by default and another value may be selected from the list if desired. If Use Remaining Amount option button is selected, the <b>Priority</b> field will be disabled and not available for selection.
Status	This will display as Active or Prenote.
Disclaimer check box	Use this check box to acknowledge the customized disclaimer message that the institution has created to receive authorization to initiate direct credits or debits on behalf of the user.
Cancel Changes	Use this button to cancel any pending changes that may exist on the landing page.  <b>Note:</b> This button is not enabled until there are pending changes on the landing page.
Save Changes	Use this button to save any pending changes that may exist on the landing page.

Field	Description
	<b>Note:</b> This button is not enabled until the disclaimer check box is checked.
Check	This will display in bold followed by Amount Remaining and the dollar amount the employee will receive in an actual check. This will only display if there are no accounts with a Remaining amount.

## Update payroll direct deposit allocations for the employee on the desktop

Employees can edit or update the landing page using the desktop to access the Banner Direct Deposit application.

### Update payroll bank account information – account type

Employees can update the payroll bank account type information using the desktop view.

#### Procedure

1. On the Proposed Pay Distribution section, select the **Account Type** drop-down list from an existing account.
2. Choose either Checking or Savings from the list.
3. Check the **disclaimer text box** to acknowledge you read the disclaimer.
4. Click **Save Changes**.

The `Saved Successfully` message appears.

If the institution has configured the Email Notification functionality in administrative Banner, employees will not receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

### Update payroll bank account information – amount

Employees can update the payroll bank account amount information using the desktop view.

#### Procedure

1. Select the Amount.
  - Use Remaining Amount
  - Use Specific Amount - enter the amount in the **Enter Amount** input field
  - Use Percentage Amount option buttons - enter the percentage amount in the **Enter Percentage** input field
2. Check the **disclaimer text box** to acknowledge you read the disclaimer.

3. Click **Save Changes**.

The `Saved Successfully` message appears.

If the institution has configured the Email Notification functionality in administrative Banner, employees do not receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

## Update priority for payroll direct deposit allocations for the employee on the desktop

Employees can change the priority of their existing Payroll direct deposit allocations using the Priority field list.

### Re-prioritize payroll direct deposit allocations

The steps below demonstrate an example of re-prioritizing accounts when there are five existing accounts and none has Remaining in the **Amount** field.

#### Procedure

1. On the Proposed Pay Distribution section, select the Priority drop-down for the first existing bank account in the list.
2. Choose a number from the list (for example, select 3 from the Priority drop-down list).  
The first account becomes the third account, and the second and third accounts become the first and second accounts. The fourth and fifth accounts remain in the same position.
3. Check the **disclaimer text box** to acknowledge you read the disclaimer.
4. Click **Save Changes**.

The `Saved Successfully` message appears.

If the institution has configured the Email Notification functionality in administrative Banner, employees receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

**Note:** Any account with a Remaining amount will always be last in the account list and will not be included in re-prioritization or reordering of the accounts.

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## Delete payroll direct deposit allocations for the employee on the desktop

Employees can delete a single or multiple payroll direct deposit allocation(s) by selecting the check box(es) in front of the account(s) to be deleted and clicking the **Delete** button.

### Procedure

1. Select the check box(es) next to the Payroll account(s) to be deleted under the Proposed Pay Distribution section.

2. Click the **Delete** button.

The message `Are you sure you want to delete the selected Payroll deposits?` is displayed.

3. Click the **Delete** button in the notification window to remove the account.

If the institution has configured the Email Notification functionality in administrative Banner, employees receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

## Delete legacy payroll/accounts payable direct deposit accounts for the employee on the desktop

Employees can have a single legacy account that exists for both payroll and accounts payable.

This would be displayed in administrative Banner on GXADIRD with both the **Payroll** and **Accounts Payable** check boxes selected. This single account will display in the Banner Direct Deposit application in the Proposed Pay Distribution section for Payroll and also in the Accounts Payable Deposit section for Accounts Payable. The employee can delete either the payroll or the accounts payable allocation for this single account by selecting the check box in front of the account to be deleted in the Proposed Pay Distribution section for Payroll or the Accounts Payable Deposit section for Accounts Payable and clicking the **Delete** button.

Changing the account type in the Proposed Pay Distribution/Accounts Payable Deposit section also changes the account type in the Accounts Payable Deposit/Proposed Pay Distribution section.

### Delete a legacy payroll direct deposit allocation

Employees can delete a legacy payroll direct deposit allocation using the desktop view.

### Procedure

1. On the Proposed Pay Distribution section, select the check box next to the Payroll account(s) to be deleted.

2. Click **Delete**.

The `Are you sure you want to delete the selected Payroll deposits?` message appears.

3. In the notification window, click **Delete** to remove the account.

If the institution has configured the Email Notification functionality in administrative Banner, employees receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

## Delete a legacy accounts payable direct deposit account

Employees can delete a legacy accounts payroll direct deposit account using the desktop view.

### Procedure

1. On the Accounts Payable Deposit section, select the check box next to the Accounts Payable account to be deleted.
2. Click **Delete**.  
The Are you sure you want to delete the selected Payroll deposits? message appears.
3. In the notification window, click **Delete** to remove the account.  
If the institution has configured the Email Notification functionality in administrative Banner, employees receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

## Add accounts payable direct deposit accounts for the employee on the desktop

Employees can add accounts payable direct deposit accounts for the employee by clicking the **Add New** button under the Accounts Payable Deposit section. Clicking the **Add New** button opens the Add Accounts Payable Deposit window.

The Add Accounts Payable Deposit window contains options for performing the tasks below for employees.

Field	Description
Bank Routing Number	Enter a valid Bank Routing number for your institution. Valid bank routing numbers for the United States can contain up to 9 characters. Valid bank routing numbers for non-US banks can contain up to 11 characters. Bank Routing numbers must exist in Bank Routing Number Validation (GXVDIRD) otherwise the employee will receive an <code>invalid value</code> error message when they attempt to add an Accounts Payable account.
Sample Check icon 'i'	Select this icon to view an image of a sample check that displays the locations of the bank routing number and account number on a check.  <b>Note:</b> This field is displayed only for US users.



Field	Description
Account Number	Enter a valid bank Account Number. Valid bank account numbers for the United States can contain up to 17 characters. Valid bank account numbers for non-US banks can contain up to 34 characters.
Account Type drop-down list	Use this drop-down list to select either checking or savings for the Accounts Payable direct deposit account.
Disclaimer check box	Use this check box to acknowledge the customized disclaimer message that the institution has created to receive authorization to initiate direct credits or debits on behalf of the user.
Cancel Changes	Use this button to cancel any pending changes that may exist on the landing page.  <b>Note:</b> This button is not enabled until there are pending changes on the landing page
Save New Deposit	Use this button to save any pending changes that may exist on the landing page.  <b>Note:</b> This button is not enabled until the disclaimer check box is checked.

**Note:** If the employee has existing Payroll accounts, the Add Accounts Payable Deposit window displays the **Create from existing account** and **Create new** option buttons under the Choose an option heading.

## Add accounts payable direct deposit account for the employee on the desktop

Employees can add accounts payable direct deposit account for the employee using the desktop view.

### Procedure

1. On the Accounts Payable Deposit section, click **Add New**.
2. Click **Create New**.
3. In the **Bank Routing Number** field, enter the bank routing number.
4. In the **Account Number** field, enter the account number.
5. From the **Account Type** list, select the account type (either Checking or Savings).
6. Check the **disclaimer text box** to acknowledge you read the disclaimer.
7. Click **Save New Deposit**.

The `Saved Successfully` message appears.

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If the institution has configured the Email Notification functionality in administrative Banner, employees receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

## Create accounts payable direct deposit accounts from existing payroll bank account records

Employees can also create accounts payable direct deposit accounts using existing information from payroll direct deposit allocations. Changing the account type in the Accounts Payable Deposit section does not change the account type in the Proposed Pay Distribution section. Employees must have an existing payroll direct deposit allocation to perform the actions below.

### Procedure

1. On the Accounts Payable Deposit section, click **Add New**.
2. Click **Create from existing account information**.
3. Select the account to be used from the drop-down list if multiple payroll accounts exist or proceed to the next step (if there is only one payroll account it will be used).
4. Check the **disclaimer text box** to acknowledge you read the disclaimer.
5. Click **Save New Deposit**.

The `Saved Successfully` message appears.

If the institution has configured the Email Notification functionality in administrative Banner, employees will receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

**Note:** This account is displayed as a record in administrative Banner on GXADIRD with the **Accounts Payable** check box selected, and the existing Payroll account will also display with the **Payroll** check box selected.

## Update accounts payable direct deposit accounts for the employee on the desktop

Employees can update their existing accounts payable direct deposit account by selecting the Account Type down arrow on the Account Type field list.

### Procedure

1. From the **Account Type** list, select the account type (either Checking or Savings).
2. Check the **disclaimer text box** to acknowledge you read the disclaimer.
3. Click **Save Changes**.

The `Saved Successfully` message appears.

If the institution has configured the Email Notification functionality in administrative Banner, employees do not receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

## Delete accounts payable direct deposit accounts for the employee on the desktop

Employees can delete their existing accounts payable direct deposit account by selecting the check box in front of the account to be deleted and clicking the **Delete** button.

### Procedure

1. Select the check box next to the Accounts Payable account to be deleted.
2. Click the **Delete** button.  
The Are you sure you want to delete the selected Accounts Payable deposits?message is displayed.
3. Click the **Delete** button in the notification window to remove the account.

If the institution has configured the Email Notification functionality in administrative Banner, employees receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

## Desktop landing page of the student user interface

A student with no existing direct deposit account information is presented with the Accounts Payable Direct Deposit section on the landing page of the Banner Direct Deposit user interface.

This section displays the **Delete** button (disabled), the **Add New** button (enabled), and the informational message, You have not added an Accounts Payable allocation yet. Click "Add New to add an allocation.

The student landing page of the Banner Direct Deposit user interface contains options for performing the tasks below for the student.

Field	Description
Add New button	Use this button to add a new accounts payable direct deposit account. This button is displayed as enabled.
Delete button	Use this button to delete an existing accounts payable direct deposit account. This button is displayed as disabled until a direct deposit account is added.

## Add accounts payable direct deposit accounts for the student on the desktop

Students can add accounts payable direct deposit accounts using the desktop view.

### Procedure

1. On the Accounts Payable Deposit section, click **Add New**.
2. In the **Bank Routing Number** field, enter the bank routing number.
3. In the **Account Number** field, enter the account number.
4. From the **Account Type** list, select the account type (either Checking or Savings).
5. Check the **disclaimer text box** to acknowledge you read the disclaimer.
6. Click **Save New Deposit**.

The `Saved Successfully` message appears.

If the institution has configured the Email Notification functionality in administrative Banner, students receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

## The student landing page

The student landing page of the Banner Direct Deposit user interface contains information regarding Accounts Payable direct deposit account: bank name, routing number, account number, account type, and status.

The student landing page of the Banner Direct Deposit user interface also contains options for performing the tasks below for the student with an existing account. The informational message `Edit the existing deposit, or select and delete it before adding a new deposit` also displays. The student can update, and delete an accounts payable direct deposit account. There are no payroll direct deposit allocations for students. Status is informational only.

Field	Description
Add New button	Use this button to add a new accounts payable direct deposit account. This button is displayed as disabled when there is an existing account.
Delete button	Use this button to delete an existing accounts payable direct deposit account. This button becomes enabled after the check box next to the account to be deleted is selected.
Account Type drop-down list	Use this drop-down list to select either checking or savings for the accounts payable direct deposit account.
Status	This will display as Active or Prenote.
Disclaimer check box	Use this check box to acknowledge the customized disclaimer message that the institution has created to receive authorization to initiate direct credits or debits on behalf of the user.

Field	Description
Cancel Changes	Use this button to cancel any pending changes that may exist on the landing page.  <b>Note:</b> This button is not enabled until there are pending changes on the landing page.
Save Changes	Use this button to save any pending changes that may exist on the landing page.  <b>Note:</b> This button is not enabled until the disclaimer check box is selected.

## Update accounts payable direct deposit accounts for the student on the desktop

Students can update their existing accounts payable direct deposit account by selecting the Account Type down arrow on the Account Type field list.

### Procedure

1. From the **Account Type** list, select the account type (either Checking or Savings).
2. Check the **disclaimer text box** to acknowledge you read the disclaimer.
3. Click **Save Changes**.

The `Saved Successfully` message appears.

If the institution has configured the Email Notification functionality in administrative Banner, students do not receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

## Delete accounts payable direct deposit accounts for the student on the desktop

Students can delete their existing accounts payable direct deposit account by selecting the check box in front of the account to be deleted and clicking the **Delete** button.

### Procedure

1. Select the check box next to the accounts payable account to be deleted.
2. Click **Delete**.

The `Are you sure you want to delete the selected Accounts Payable deposits?` message appears.

3. In the notification window, click **Delete** to remove the account.

If the institution has configured the Email Notification functionality in administrative Banner, students receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

## Mobile/tablet device landing page of the employee user interface

An employee with no existing direct deposit account information will be presented with three sections on the landing page of the Banner Direct Deposit user interface.

- The first section, Pay Distribution as of MM/DD/YYYY, contains information regarding the last pay distribution date, bank name, routing number, account number, account type, net pay distribution, and total net pay amount.
- The second section, Proposed Pay Distribution, displays the **Delete** button (disabled) and the **Add New** button (enabled), and the informational message, `You have not added any payroll allocations yet. Click Add New to add an allocation.`
- The third section, Accounts Payable Deposit, displays the **Delete** button (disabled) and the **Add New** button (enabled), and the informational message, `You have not added an Accounts Payable allocation yet. Click Add New to add an allocation.`

The employee landing page of the Banner Direct Deposit user interface also contains options for performing the tasks below for the employee.

Action	Description
Add New button	Use this button to add a new payroll direct deposit allocation. Also use this option to add a new accounts payable direct deposit account. This button will display enabled.
Delete button	Use this button to delete an existing payroll direct deposit allocation. Also use this option to delete an existing accounts payable direct deposit allocation. This button will display disabled until a direct deposit allocation is added.

For an employee with existing direct deposit allocations, the first section of the employee landing page of the Banner Direct Deposit user interface contains information regarding the last pay distribution date, bank name, routing number, account number, account type, net pay distribution, and total net pay amount. The second section of the employee landing page contains information regarding proposed pay distribution, bank name, routing number, account number, account type, edit button, amount, priority, net pay distribution amount, status, and total net pay amount. The third section of the employee landing page contains information regarding Accounts Payable deposits, bank name, routing number, account number, account type, edit button, and status. The informational message `Edit the existing deposit, or select and delete it before adding a new deposit also displays.`

The employee landing page of the Banner Direct Deposit user interface contains the information listed below for the employee with existing account(s). Only the **Add New**, **Edit**, and **Delete** buttons can be enabled. The **Check** and **Status** fields are informational only.

Action	Description
Add New button	Use this button to add a new payroll direct deposit allocation. Also use this option to add a new accounts payable direct deposit account. This button will display enabled.
Delete button	Use this button to delete an existing payroll direct deposit allocation. Also use this option to delete an existing accounts payable direct deposit account.
Edit button for each account	Use this button to open the Edit Payroll Allocation window for editing an existing Payroll direct deposit allocation. Also use this option to edit an existing Accounts Payable direct deposit account.
Bank Name	The bank name will display in bold.
Routing	The bank routing number will display masked with only the last four characters showing.
Account	The bank account number will display masked with only the last four characters showing.
Account Type	This will display as an account type of checking or savings for the specific direct deposit allocation or the specific Accounts Payable direct deposit account.
Amount	This will display as Remaining for a remaining amount or a dollar amount for a specific amount or a percentage for a percentage amount for the specific direct deposit allocation.
Priority	This will display the priority for the specific direct deposit allocation.
Status	This will display as Active or Prenote.
Check	This will display in bold followed by the Amount Remaining and the dollar amount the employee will receive in an actual check. This will only display if there are no accounts with a Remaining amount.

Adding and deleting direct deposit allocations using a desktop, mobile device or tablet to access the Banner Direct Deposit application requires the same steps. Making edits or updates using a Mobile or Tablet device is a different experience for a user accessing the Banner Direct Deposit application on the desktop.

## Edit/update payroll direct deposit allocations for the employee on mobile or tablet device

You can edit or update payroll direct deposit allocations for the employee by clicking the Edit button for a payroll direct deposit allocation under the Proposed Pay Distribution section. Clicking the Edit button for the account will open the Edit Payroll Allocation window. The payroll Amount may be designated as Remaining, Specific, or Percentage.

The Edit Payroll Allocation window contains options for performing the tasks below for employees.

Field	Description
Bank Routing Number	The Bank Routing number and bank name display disabled and cannot be edited. Valid bank routing numbers for the United States can contain up to 9 characters. Valid bank routing numbers for non-US banks can contain up to 11 characters. Bank Routing numbers must exist in Bank Routing Number Validation (GXVDIRD) otherwise the employee will receive an <code>invalid value</code> error message when they attempt to add a payroll allocation.
Sample Check icon 'i'	Select this icon to view an image of a sample check that displays the locations of the bank routing number and account number on a check.  <b>Note:</b> This field is displayed only for US users.
Account Number	The bank Account Number displays disabled and cannot be edited. Valid bank account numbers for the United States can contain up to 17 characters. Valid bank account numbers for non-US banks can contain up to 34 characters.
Account Type drop-down list	Use this drop-down list to select either checking or savings for the payroll direct deposit allocation.
Amount	Radio button group – <ul style="list-style-type: none"> <li>Use Remaining Amount – Select this option button to deposit the amount of money remaining after the prior allocations are deposited into the designated accounts.  <b>Note:</b> If <b>Use Remaining Amount</b> option button is selected, the <b>Priority</b> field will be disabled and not available for selection. Remaining Amount can also be selected to deposit the entire allocation into one designated account.</li> <li>Use Specific Amount – Select this option button to deposit a specific amount of money into the designated account. Enter this amount in the <b>Enter Amount</b> input field. Valid values are 0.01 to 99999999.99.</li> <li>Use Percentage – Select this option button to deposit a percentage amount of money into the designated account. Enter this amount in the <b>Enter Percentage %</b> input field.</li> </ul>
Priority list field	Use this drop-down list to select a priority for the direct deposit allocation. Select the down arrow from this list to display the priority numbers available for selection.  <b>Note:</b> The next priority available for selection will display in this list by default and another value may be selected from the list if desired. If <b>Use Remaining Amount</b> option button is selected, the <b>Priority</b> field will be disabled and not available for selection.



Field	Description
Disclaimer check box	Use this check box to acknowledge the customized disclaimer message that the institution has created to receive authorization to initiate direct credits or debits on behalf of the user.
Cancel Changes	Use this button to cancel any pending changes that may exist on the landing page.  <b>Note:</b> This button is not enabled until there are pending changes on the landing page.
Save New Deposit	Use this button to save any pending changes that may exist on the landing page.  <b>Note:</b> This button is not enabled until the disclaimer check box is selected.

## Edit/update payroll bank account information account type for employee on mobile or tablet devices

Employees can edit or update their payroll bank account information account type on mobile or tablet devices.

### Procedure

1. Click the **Edit** icon next to the payroll account to be updated.
2. From the **Account Type** list, select the account type (either Checking or Savings).
3. Check the **disclaimer text box** to acknowledge you read the disclaimer.
4. Click **Save Changes**.

The `Saved Successfully` message appears.

If the institution has configured the Email Notification functionality in administrative Banner, this change does not send an email message to the employee's preferred email address that there have been changes to their direct deposit information.

## Edit/update payroll bank account information amount for employee on mobile or tablet devices

Employees can edit or update their payroll bank account information amount type on mobile or tablet devices.

### Procedure

1. Click the **Edit** icon next to the payroll account to be updated.
2. Select an option from the **Amount** option buttons.

- 
- Use Remaining Amount
  - Use Specific Amount - enter the amount in the input field (Enter Amount)
  - Use Percentage Amount - enter the percentage amount in the input field (Enter Percentage)
3. Check the **disclaimer text box** to acknowledge you read the disclaimer.
  4. Click **Save Changes**.

The `Saved Successfully` message appears.

If the institution has configured the Email Notification functionality in administrative Banner, this change does not send an email message to the employee's preferred email address that there have been changes to their direct deposit information.

**Note:** Only one record may have Remaining amount or 100% allocation.

## Re-prioritize payroll bank accounts for employee on mobile or tablet devices

Employees can change the priority of their existing payroll direct deposit allocations using the Priority field list. The steps below demonstrate an example of re-prioritizing accounts when there are 5 existing accounts and none has 'Remaining' in the **Amount** field.

### Procedure

1. On the Proposed Pay Distribution section, select the Priority drop-down list for the first existing bank account in the list.
2. Choose a number from the list (for example, select 3 from the Priority drop-down list).  
The first account becomes the third account, and the second and third accounts become the first and second accounts. The fourth and fifth accounts remain in the same position.
3. Check the **disclaimer text box** to acknowledge you read the disclaimer.
4. Click **Save Changes**.

The `Saved Successfully` message appears.

If the institution has configured the Email Notification functionality in administrative Banner, employees receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

**Note:** The **Priority** field for the account with a Remaining amount is always disabled and is not editable. Tapping this **Priority** field will display the message `Remaining account must be the last priority. Changing priority is not permitted.`

## Edit/update accounts payable direct deposit accounts for the employee or student on mobile or tablet devices

Employees and students can edit or update their accounts payable direct deposit accounts by clicking the **Edit** button under the Accounts Payable Deposit section. Clicking the Edit button opens the Edit Accounts Payable Deposit window.

The Edit Accounts Payable Deposit window contains options for performing the tasks below for employees or students.

Field	Description
Bank Routing Number	The Bank Routing number and bank name display disabled and cannot be edited. Valid bank routing numbers for the United States can contain up to 9 characters. Valid bank routing numbers for non-US banks can contain up to 11 characters. Bank Routing numbers must exist in Bank Routing Number Validation (GXVDIRD) otherwise the employee will receive an <code>invalid value</code> error message when they attempt to add a payroll allocation.
Sample Check icon 'i'	Select this icon to view an image of a sample check that displays the locations of the bank routing number and account number on a check.
Account Number	The bank Account Number displays disabled and cannot be edited. Valid bank account numbers for the United States can contain up to 17 characters. Valid bank account numbers for non-US banks can contain up to 34 characters.
Account Type drop-down list	Use this drop-down list to select either checking or savings for the Accounts Payable direct deposit account.
Disclaimer check box	Use this check box to acknowledge the customized disclaimer message that the institution has created to receive authorization to initiate direct credits or debits on behalf of the user.
Cancel Changes	Use this button to cancel any pending changes that may exist on the landing page.  <b>Note:</b> This button is not enabled until there are pending changes on the landing page.
Save Changes	Use this button to save any pending changes that may exist on the landing page.  <b>Note:</b> This button is not enabled until the disclaimer check box is selected.

## Edit/update accounts payable bank account information for employee or student on mobile or tablet devices

Employees and students can edit or update their accounts payable bank account information by clicking the **Edit** button under the Accounts Payable Deposit section. Clicking the Edit button opens the Edit Accounts Payable Deposit window.

### Procedure

1. Click the **Edit** icon next to the accounts payable account to be updated.
2. From the **Account Type** list, select the account type (either Checking or Savings).
3. Check the **disclaimer text box** to acknowledge you read the disclaimer.
4. Click **Save Changes**.

The message `Saved Successfully` displays.

If the institution has configured the Email Notification functionality in administrative Banner, this change will not send an email message to the employee's preferred email address that there have been changes to their direct deposit information.

## Mobile/tablet device landing page of the student user interface

A student with no existing direct deposit allocation will be presented with one section on the landing page of the Banner Direct Deposit user interface.

This section, Accounts Payable Deposit, displays the **Delete** button (disabled), the **Add New** button (enabled), and the informational message `You have not added an Accounts Payable allocation yet. Click Add New to add an allocation.`

Field	Description
Add New button	Use this button to add a new Accounts Payable direct deposit account. This button will display enabled.
Delete button	Use this button to delete an existing Accounts Payable direct deposit account. This button will display disabled until a direct deposit allocation is added.

The student landing page of the Banner Direct Deposit user interface contains information regarding accounts payable deposit, bank name, routing number, account number, account type, Edit button, and status. The student landing page of the Banner Direct Deposit user interface also contains options for performing the tasks below for the student with an existing account. The informational message `Edit the existing deposit, or select and delete it before adding a new deposit` also displays. The student will be able to add, update, and delete an accounts payable direct deposit account. Students will not see the Pay Distribution as of MM/DD/YYYY and Proposed Pay Distribution sections.

The student landing page of the Banner Direct Deposit user interface contains the information listed below for the student with an existing account. Only the **Add New**, **Edit**, and **Delete** buttons can be enabled. The **Status** field is informational only.

Field	Description
Add New button	Use this button to add a new Accounts Payable direct deposit account. This button will display disabled when there is an existing account.
Delete button	Use this button to delete an existing Accounts Payable direct deposit account. This button becomes enabled after the check box next to the account to be deleted is selected.
Edit button for specific account	Use this button to open the Edit Accounts Payable Deposit window for editing an existing Accounts Payable direct deposit account.
Bank Name	The bank name will display in bold.
Routing	The bank routing number will display masked with only the last four characters showing.
Account	The bank account number will display masked with only the last four characters showing.
Account Type	This will display as checking or savings for the Accounts Payable direct deposit account.
Status	This will display as Active or Prenote.

## Web Tailor parameters

New direct deposit records created in the Update Direct Deposit Allocation page of Employee Self-Service have a status of Prenote as the default.

However, the Banner Direct Deposit application allows clients to set the default status of new direct deposit records to Active if they prefer to by-pass the prenote process. The ability to configure this behavior is a new feature introduced with Banner Direct Deposit.

To change the default status for new direct deposit records, a user with Web Tailor Administration access in Self-Service Banner can login and navigate to the Web Tailor Parameters item on the Web Tailor Administration tab. After finding the parameter SHOW\_USER\_PRENOTE\_STATUS, click the parameter link. Change the Parameter Value from Y to N and click the **Submit Changes** button.

The Banner Direct Deposit application also allows clients to set a maximum number of Payroll direct deposit accounts that employees can create. By default, the maximum number of Payroll direct deposit account records allowed is 99. The ability to configure this behavior is a new feature introduced with Banner Direct Deposit.

To update the default maximum number of Payroll direct deposit accounts that an employee can create, a user with Web Tailor Administration access can login to Self-Service Banner and navigate to the Web Tailor Parameters item on the Web Tailor Tab. After finding the parameter

MAX\_USER\_PAYROLL\_ALLOCATIONS, click the parameter link. Change the Parameter Value from 99 to the desired value and click the **Submit Changes** button.