



## Harvard University Employee Self Service Online Direct Deposit Instructions

*It is not necessary to submit a paper Direct Deposit form if you enter your Direct Deposit information into PeopleSoft using Employee Self Service.*

All you need is your Harvard Key:

- Go to <http://hr.harvard.edu/> and click on “PeopleSoft” (top right).
- Enter your Harvard Key, then click “Log In” to gain access to your personal PeopleSoft information.
- Click through the following tiles to access your direct deposit account information:

Self Service, My Pay, Direct Deposit

- You can add, delete, or edit an account:
  - To **ADD** an account, click the “Add an Account” button, fill in the information requested\*, and click “Save.”
  - To **DELETE** an account, click the “Delete” button, then click “Yes” or “No” when PeopleSoft asks for confirmation.
  - To **EDIT** an account, click the “Edit” button, update the appropriate information\*, and click “Save.”

After any update, be sure to review all your account information (percentages, amounts, balance account).

- \* *PeopleSoft will ask for the “Transit Number/Bank ID”—this number is the nine-digit number in the bottom left corner of your check. The number to the right of the transit/bank ID on your check is your account number. (To the right of your account number, you will see your check number; DO NOT include this number as a part of your account number, as it will result in a data error with your bank and delay the receipt of your paycheck.)*
- \* *Include all zeros in your account number, but do not enter any special characters such as dashes or spaces. For example, if your account number is 00012-345, enter 00012345.*

Please note that when you initiate direct deposit or change your bank account information, the first check after you submit the information will be a live check. This allows us to validate your bank account number and transit/routing number prior to initiating electronic deposits into your account.

*If you do not have a Harvard Key*  
...go to <https://key.harvard.edu/> to claim one.

*If you do not have access to a computer...*  
...complete the Harvard University Direct Deposit Form (available from your local Human Resources office or the Central Payroll office) and submit to Central Payroll.

*If you need assistance or have any questions...*  
...call Central Payroll at 5-8500, option 4.



# Harvard University Direct Deposit Authorization Form

Name: \_\_\_\_\_

HUID (first 8 digits on your card): \_\_\_\_\_

Daytime Phone or Email: \_\_\_\_\_

I hereby authorize the Harvard Central Payroll Office to:

Start Direct Deposit

Stop All Direct Deposit

Change my Direct Deposit as follows:

Change all (a *change all* replaces the direct deposit authorization currently on file. Fill in every line of bank information to show how your check should now be deposited)

Add new account (existing accounts will remain unchanged)

Remove one account (other accounts will remain unchanged, but keep in mind you must have one balance account)

Send completed form to:

Harvard University Central Payroll  
1033 Massachusetts Ave., 2nd Floor  
Cambridge, MA 02138

Note: If you are signing up for direct deposit for the first time or have elected "change all" above, you must complete line number 1 below. Line numbers 2, 3 and 4 are optional: use these lines to authorize Harvard to directly deposit fixed dollar amounts or percentages of your pay into additional accounts. **Please attach a voided check for each checking account listed below.**

### YOU MUST HAVE ONE BALANCE ACCOUNT

1. Bank Name:	Routing #: _____ 9 digits	Account #: _____	<input type="checkbox"/> Checking (attach voided check) or <input type="checkbox"/> Savings	<b>Balance Account</b>
2. Bank Name:	Routing #: _____ 9 digits	Account #: _____	<input type="checkbox"/> Checking (attach voided check) or <input type="checkbox"/> Savings	Fixed amount: \$ _____ or Percentage: _____%
3. Bank Name:	Routing #: _____ 9 digits	Account #: _____	<input type="checkbox"/> Checking (attach voided check) or <input type="checkbox"/> Savings	Fixed amount: \$ _____ or Percentage: _____%
4. Bank Name:	Routing #: _____ 9 digits	Account #: _____	<input type="checkbox"/> Checking (attach voided check) or <input type="checkbox"/> Savings	Fixed amount: \$ _____ or Percentage: _____%

I acknowledge that my pay information is online, and I have received instructions on how to access this information. At this time, I choose to receive a paper copy of my pay advice but understand that I can go online at any time and choose to discontinue receiving the paper copy. **Check this box only to receive a printed copy of your advice.**

I authorize Harvard University to deposit my net pay via direct deposit to my account(s) as indicated above. If funds to which I am not entitled are deposited to my account(s), I authorize the University to direct the financial institution(s) to return said funds.

I understand that it is my responsibility to verify that payments have been credited to my account(s) and that the University assumes no liability for overdrafts for any reason. I understand that in the event that my financial institution(s) is/are not able to deposit any electronic transfer into my account due to any action I take, the University cannot issue the funds to me until the funds are returned to the University by financial institution(s).

I understand this authorization will override any previous authorization and will remain in effect until revoked by my written request. I understand that I must immediately notify the Payroll Office before I close any/all account(s) listed above while this authorization is in effect.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_