USING MYU FOR DIRECT DEPOSIT OR ADDRESS CHANGES

Reference Guide

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Set Up Direct Deposit in MyU

The University follows the banking industry standards found in the National Automated Clearing House Association (NACHA) rules related to remitting employee payroll or student credit balance payments via direct deposit.

Setting up direct deposits for payroll and/or reimbursements is done through MyU, the University's self-service portal.

Follow these instructions to set up direct deposits:

1. Go to myu.umn.edu.
2. Enter your Internet ID and password to sign in to MyU.
3. Once you are logged in, click <My Pay> in the left navigation menu.
Set Up Direct Deposit in MyU (cont.)

4. Click <Direct Deposit Set Up>.

5. On the Direct Deposit setup page, click <Add Account>.
6. The Add Direct Deposit page will display. Click <View Check Example> to see examples of routing numbers and account numbers which must be added.

7. A new window will pop up to reflect routing numbers and account numbers as found on a personal check. (These numbers are vitally important as they indicate the banking institution and personal account number the monies should be routed too.)
8. Enter the routing number and account number into the applicable fields. Note: You must retype the account number in the *Retype Account Number* field. The system will automatically verify the viability of the routing and account number.

![Direct Deposit Form]

9. Select the *Account Type* from the drop-down menu: Checking or Savings.

10. Select the *Deposit Type* from the drop-down menu: Amount, Balance of Net Pay, or Percent.

   a. **Amount:** Specific amounts can be entered if more than one account exists (e.g., $100 for one bank account, and $150 for a separate bank account).

   b. **Balance of Net Pay:** Use this if only one bank account is specified. The entire deposit or reimbursement amount will deposit into that bank account. With the *Deposit Type* of “Balance of Net Pay” the *Amount or Percent* field is left blank and the *Deposit Order* defaults to “999.”

   c. **Percent:** Specific amounts can be entered if more than one account exists (e.g., 50% for one bank account, and 50% for a separate bank account).
Example of Amount:

Note: Use Amount or Percent if more than one bank account is set up. Indicate the amount (e.g., $100) that should be deposited into the bank account.”

Example of Balance of Net Pay:
Set Up Direct Deposit in MyU (cont.)

Example of Percent:

Note: Use Amount or Percent if more than one bank account is set up. Indicate the percent (e.g., 50%) that should be deposited into the bank account.

11. If applicable, enter the Amount or Percent if more than one bank account is set up. See prior examples. Note: If more than one bank account is set up, indicate the Deposit Order (i.e., 2,3, etc.).

12. Click <Submit> to save and return to the Direct Deposit page. Note: Do NOT exit this page if edits and additions to the direct deposit are still required. Exiting the page will require waiting until the next day to make additional direct deposit actions.
13. A confirmation screen appears. Click <OK> to return to view your direct deposit detail.

14. The Direct Deposit page will reflect all details behind the direct deposits for the employee.

Employees will receive an email notification on any direct deposit changes.
View Direct Deposit Details in MyU

Follow these instructions to view the details for direct deposits already setup:

1. Go to my.umn.edu.
2. Enter your Internet ID and password to sign in to MyU.
3. Once you are logged in, click <My Pay> in the left navigation menu.
4. Click <Direct Deposit Set-Up>.
5. Click one of the specific account types (Checking or Savings) to view the details. Note: All account numbers for all account types have been masked for security purposes.

![Direct Deposit Details in MyU]

Review, add or update your direct deposit information.
View Direct Deposit Details in MyU (cont.)

6. The Direct Deposit Details page will reflect the details behind this deposit. Note: Edits cannot be initiated on this page. The Edit Account Number checkbox cannot be checked.

7. Click <Return to Direct Deposit>.
Edit a Direct Deposit in MyU

Follow these instructions to edit direct deposits:

1. Go to myu.umn.edu.
2. Enter your Internet ID and password to sign in to MyU.
3. Once you are logged in, click <My Pay> in the left navigation menu.
4. Click <Direct Deposit Set-Up>.
5. Click the pencil icon under the Edit column to initiate an edit to an existing account type.

![Direct Deposit Table](image-url)
6. Click the **Edit Account Number** checkbox to edit all fields on the **Change Direct Deposit** page. Enter a new **Routing Number**, new **Account Number**, modify **Account Type**, **Deposit Type**, **Amount or Percent**, and change **Deposit Order** if applicable.

7. Click <Submit> to save and return to the **Direct Deposit** page. Note: Do NOT exit this page if edits and additions to the direct deposit are still required. Exiting the page will require waiting until the next day to make additional direct deposit actions.

8. Click <Submit> to save and submit your changes.

Employees will receive an email notification on any direct deposit changes.
Delete a Direct Deposit in MyU

Follow these instructions to set up direct deposits:

1. Go to myu.umn.edu.
2. Enter your Internet ID and password to sign in to MyU.
3. Once you are logged in, click <My Pay> in the left navigation menu.
4. Click <Direct Deposit Set-Up>.
5. On the Direct Deposit setup page click the Remove icon.

6. A confirmation screen will appear. Click <OK> to proceed with the deletion.
7. The **Delete Confirmation** page appears. Click <Yes – Delete>.

![Delete Confirmation Page]

8. A **Submit Confirmation** page will display. Click <OK> to confirm deletion of account and return to the **Direct Deposit** page.

![Submit Confirmation Page]

9. Continue deleting, adding, or editing additional deposit details if desired. Note: Do NOT exit this page if edits and additions to the direct deposit are still required. Exiting the page will require waiting until the next day to make additional direct deposit actions.
Change an Address in MyU

Follow these steps to change a Home address in MyU.

1. From the Main Menu in MyU, click <My Info>.

2. My Info displays demographic information that can be changed within MyU. Click the pencil icon to edit any of the information.
Change an Address in MyU (cont.)

After clicking the pencil icon, a sub screen appears.

3. Click <edit>.

![Addresses screen](image)

4. Make changes to the address, then click <OK>.

![Edit Address screen](image)
Change an Address in MyU (cont.)

5. Verify your entry for accuracy, then click <Save>.

6. A confirmation screen will appear; click <OK>.

7. Click the ‘x’ to return to MyU.

The new address is now reflected in MyU. If you need assistance with direct deposit or changing demographic information in MyU, please call 612-624-UOHR (612-624-8647).