What is Self-Service Direct Deposit?

Self Service Direct Deposit allows Lehigh University employees and student workers to create, update and delete bank account records themselves so that they can receive payments through direct deposit.

What are the Benefits of Direct Deposit?

1. **Speed:** With direct deposit, your money is immediately accessible. You will receive your pay much faster with no more waiting for printing and mailing of paper checks.
2. **Environment:** Direct deposit is environmentally friendly because it reduces our carbon footprint through less paper and pollution.
3. **Security:** Lost or stolen checks are a common source of identity theft and fraud. Direct deposit eliminates wages from being stolen or lost. It also removes the risk of a check getting damaged or delayed in the mail.
4. **Safety:** Employees no longer have to wait in line or hassle with crowds to deposit or cash their checks. During public health emergencies, they also don't have to risk potential exposure to illness in a public place such as a bank or other check-cashing location.
5. **Control:** Having control over where your paycheck goes is another way direct deposit provides flexibility and convenience for employees. You can direct your funds to go toward a checking or savings account, emergency funds, or other financial goal.
6. **Discipline:** With a split direct deposit, you can direct a fixed portion or a percentage of your paycheck each pay period into a designated savings account.

How do I access Self-Service direct deposit?

Access the Banner Self Service Direct Deposit URL: https://go.lehigh.edu/DirectDeposit

How do I edit my bank account information?

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.

On a desktop, you must delete the account you want to change and then add a new bank account.

What is the difference between payroll and accounts payable?

Payroll is for your Lehigh wages or salary that you earn as an employee.

Accounts payable is for expense reimbursements You do not have to complete the accounts payable section to receive your payroll through direct deposit.

What is the deadline to enroll in direct deposit?

With direct deposit via Banner Self-Service making the process simple and readily available, Lehigh University intends to eliminate free paper payroll checks at the end of fiscal year 2022 (June 30, 2022). Employees who choose to continue receiving a paper check after that date may be subject to an administrative fee of $10 per check.

Once you are enrolled in direct deposit, you will receive electronic payments starting with your next paycheck, subject to meeting payroll deadlines found here. Click on the applicable payroll calendar and then see the middle column called "Paperwork Due date". If you enroll or make a change after the payroll deadline, that update will take effect the following pay cycle.

What do the various fields do?

Field	Description
Add New	Use this button to add a new direct deposit allocation.
Delete	Use this button to delete an existing direct deposit allocation.
Bank Routing Number	Enter a valid Bank Routing number for your bank. Valid bank routing numbers for the United States can contain up to 9 characters.
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.
Account Type	Use this drop-down list to select either checking or savings
Amount	Use Remaining Amount – Select this option button to deposit the amount of money remaining after the prior allocations are deposited into the designated accounts. **Note:** If the **Use Remaining Amount** option button is selected, the **Priority** field will be disabled and not available for selection. Remaining Amount can also be selected to deposit the entire allocation into one designated account. • Use Specific Amount – Select this option button to deposit a specific amount of money into the designated account. · Use Percentage – Select this option button to deposit a percentage amount of money into the designated account.
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. **Note:** 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 the *Use Remaining Amount* option button is selected, the Priority field will be disabled and not available for selection.
Disclaimer checkbox institution to initiate direct deposit.	Use this check box to acknowledge the disclaimer message for the
Cancel Changes	Use this button to cancel any pending changes **Note:** This button is not enabled until there are pending changes
Save New Deposit	Use this button to save any pending changes **Note:** This button is not enabled until the disclaimer check box is checked.