

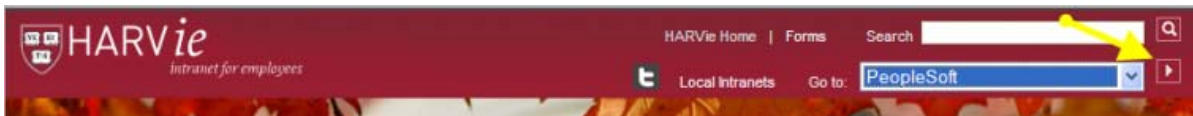


# Harvard University Employee Self Service Online Direct Deposit Instructions

***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 are your ID# and your PIN#:

- Go to <http://harvie.harvard.edu> and click the Go button next to the “PeopleSoft” dropdown (top right).



- Enter your ID# and PIN#, then click “Authenticate” to gain access to your personal PeopleSoft information.
- Click through the following path to access your direct deposit account information:  
*Home > Self Service > Employee > Tasks > 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 PIN #...*

...go to [www.pin.harvard.edu](http://www.pin.harvard.edu) to request 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 the Payroll Hotline at x53001.



# Harvard University Direct Deposit Authorization Form

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

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

SSN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

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

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 \_\_\_\_\_