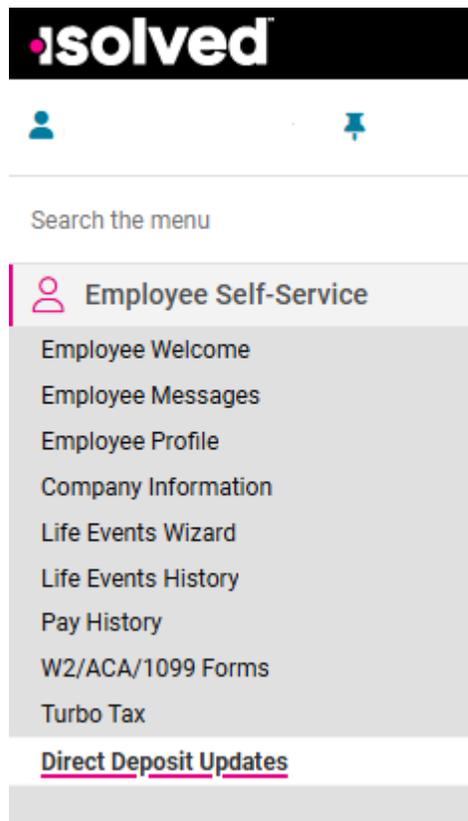


Direct Deposit Instructions

Muhlenberg College employees have the option to update their direct deposit account information through their [iSolved Employee Self-Service account](#).

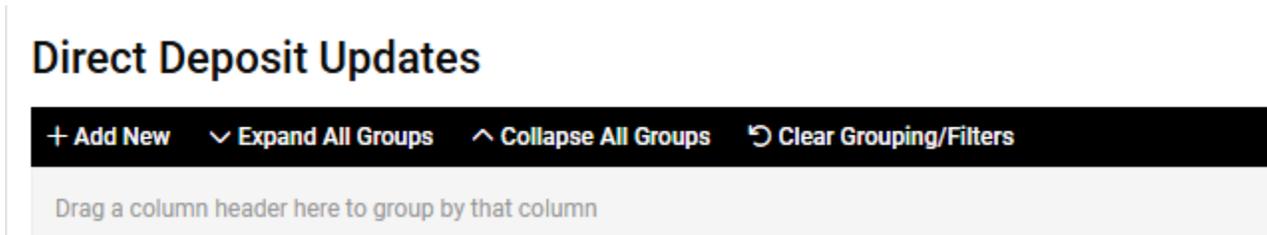
If you have any questions, please email payroll@muhlenberg.edu.

1. Log into your iSolved Employee Self-Service account: ncr.myisolved.com
2. Navigate to the Employee Self Service menu to the left of the screen. Click "Direct Deposit Updates" to begin:



Adding A New Account

1. To add a new Direct Deposit bank account, click the Add New icon on the action bar:



2. Add the following information for your new bank account:

Status: Select **Active**

Account Type: Select **Checking, Savings, or Pay Card**

Sequence: This field establishes the order in which bank accounts are prioritized.

Example 1: You would like all of your net pay deposited into **one** bank account.

Remaining Net would be selected in the Sequence Field.

Direct Deposit Updates

The screenshot shows the 'Direct Deposit Updates' form. At the top is a black bar with 'Save' and 'Go Back to List' buttons. Below is the 'Direct Deposit' section with three dropdown menus: '* Status: Active', '* Account Type: Checking', and '* Sequence: Remaining Net'.

Example 2: You would like \$250.00 of your net pay deposited into one bank account and the remaining net pay deposited into a second bank account.

For this example, two bank accounts would need to be added. The Sequence for the first bank account would be 1, because you are prioritizing that the first \$250.00 of your pay should go to this account.

The Sequence for the second bank account would be Remaining Net, because you would like the rest of your paycheck deposited to this account.

Direct Deposit Updates

 Save ← Go Back to List

Direct Deposit

* Status: Active ▼

* Account Type: Checking ▼

* Sequence: 1 ▼

Employees may use as many direct deposit accounts as they wish. Be certain that each bank account has a unique sequence number that accurately reflects the bank account prioritization.

Frequency: Select **Every Pay**

Direct Deposit Updates

 Save ← Go Back to List

Direct Deposit

* Status: Active ▼

* Account Type: Checking ▼

* Sequence: 1 ▼

* Frequency: Every Pay ▼

Routing Number: Enter your nine-digit routing number. If you are uncertain what your routing number is, please contact your bank. ***Providing an incorrect routing number will result in a delay of your pay.***

Account Number: Enter your bank account number. If you are uncertain what your bank account number is, please contact your bank. ***Providing an incorrect account number will result in a delay of your pay.***

3. Once you have completed these fields, then click **Save** in the action bar

Direct Deposit Updates

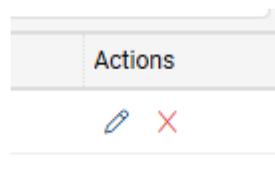
 Save ← Go Back to List

4. Your request will be routed to Payroll and you will receive a system generated email confirming that your information has been received. Once Payroll has reviewed the banking information, you will receive a system generated email confirming that your direct deposit information has been approved or rejected.
5. Please ensure that you have provided valid account information. Providing invalid account information, or failing to keep your account information up to date, will result in a pay delay. In the event that your direct deposit is unsuccessful and is returned to the College, it will be reissued to you in the next available payroll.

Deleting an Old Bank Account

If you have closed your bank account, or your bank changes your routing or account number (as a result of being bought, sold or merged), please update your account information. This will ensure that we do not send future payroll funds to a bank account that is no longer valid.

1. Click on the **Red X** next to your account information under "Actions"



2. A pop-up box will appear, asking you if you are sure if you want to delete. This is to confirm your decision. Please click OK.

Rejection of Direct Deposit Banking Information

If our bank is unable to deposit funds into your bank account, Payroll will mark your account as Inactive and notify you via your Muhlenberg College email address. Updated account information will be requested at that time.