Direct Deposit Job Aid

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1. Log into UTShare/FLUID
   - Go to www.utsa.edu
   - From the UTSA home page, click on myUTSA

   - Click on UTShare/PeopleSoft
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- Select The University of Texas at San Antonio from the drop down list

- Enter your login credentials with your network ID and passphrase
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2. Add Direct Deposit
Upon entering PeopleSoft/UTShare, the home page is your Employee Self Service page. Employees may setup and have three active direct deposit accounts. Each account must be setup one at a time.

- Select Payroll and Compensation Tile

2.1 Adding Direct Deposit
You are taken by default to the Pay check section.

- Select Direct Deposit Navigation Collection
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- Select **Add Account** button

- Select **View Check Example** hyperlink to learn where to find your financial institutional direct deposit information.
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Check example image illustrates where the Routing Number and Account Number location on your check. At the bottom row of the check, there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number.

- 1 – Routing Number on check example image
- 2 – Account Number on check example image
- Select **Return** button to continue with your direct deposit setup.
  - Note: Do not use your account’s deposit slip information as it may be different from your check financial information.
2.2 Enter Account Information

The Direct Deposit page is for you to enter your banking information in the respective fields.

- **Your Bank Information**
  - Enter your routing number in the *Routing Number* field

- **Distribution Instructions**
  - Enter your account number in the *Account Number* field
    - Do not enter your debit or credit card number
  - Re-enter your account number in the *Retype Account Number* field
  - Select your account type in the *Account Type* field: checking or saving
  - Select your deposit type in the *Deposit Type* field: option **percent** or **amount**
  - Enter the amount or percent in the *Amount or Percent* field you wish to send to the account.
  - Enter the deposit order in the *Deposit Order* field; enter 1, or 2, or 3.
    - Each payday the system creates and sends deposits in the sequence of the Deposit Order of 1, then 2, and 999 is last.
    - If you only have one account, it will default to 999.

- Select the box which indicates **Acknowledge the terms of using Direct Deposit**, you consent to the information entered.
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- Select Accept

After you accepted, you are returned to the previous page and you are able to select the Submit button.
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- Select OK to return back to Payroll and Compensation

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End of PR Direct Deposit Job Aid