

Direct Deposit Instructions

If an employee is terminated for longer than 120 days, direct deposit is inactivated.

* Skyline Bank indicates a paycard account.

Note the CU Resources tab is only available once you are in the Payroll System. Please allow 3-5 days.

Log into the [employee portal](#)

Go to: **CU Resources tab > Payroll and Compensation > Direct Deposit**. If you are an active employee, but do not have the **CU Resources Tab**, please call the IT Help Desk on your campus.

A Two-Factor Authentication screen will pop up for security purposes. If you receive an error message, contact your department to add a cell, campus or home phone number. [Two-Factor Authentication Instructions](#)

Select **ADD** if you wish to add an account.

Select **EDIT** if you wish to enter new account information.

*Select **DELETE** if you've closed that account and you do not wish to set up another account at this time.

*If there is not an active direct deposit account entered when payroll is processed, you will be issued a paycard.

****Routing and Account Numbers**—Payroll strongly suggests verifying the numbers with your bank. [Routing numbers on bank statements and deposit slips are often invalid for direct deposit transactions.](#)

Three factors that will delay your pay:

Using an old check with an invalid account number

Entering the wrong account type (checking or savings)

Using a bank statement or deposit slip for the routing number without verifying with your bank

Setting up one account:

Routing and Account Numbers (See above**)

Account Type *Checking*

Deposit Type *PERCENT*

Amount/Percent *100*

Deposit Order *1*

If you enter "*Balance*" as the Account Type do not enter a number in Amount/Percent. The Deposit Order will default to 999, but this will not affect your pay.

Do not select the account type *AMOUNT* unless you are setting up more than one account.

Setting up more than one account:

The lowest number of the Deposit Order will happen first.

The Deposit Type for the last account should be *Balance*.

For example:

Routing and Account Numbers (See above**)

Account Type *Savings*

Deposit Type *AMOUNT*

Amount/Percent *300*

Deposit Order *1*

Routing and Account Numbers

Account Type *Checking*

Deposit Type *BALANCE*

Amount/Percent *(leave blank)*

Deposit Order *2*

The [employee portal](#) only allows one change per day. Please verify your account information before you “Save” and be aware that if the account information is incorrect when payroll is processed, your paycheck may be delayed up to 10 business days. Changes must be saved the day before payroll is processed in order to affect your next paycheck.

Please keep your address updated on the [employee portal](#) **CU Resources Tab > Employee Information > Employee Profile**. **The US Postal Service will not forward checks or W-2s.**

Please call Payroll if you have questions at 303-860-4200 Option 2.