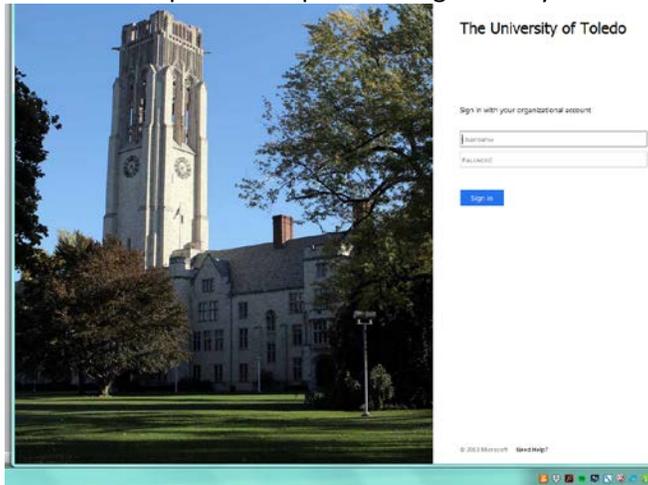
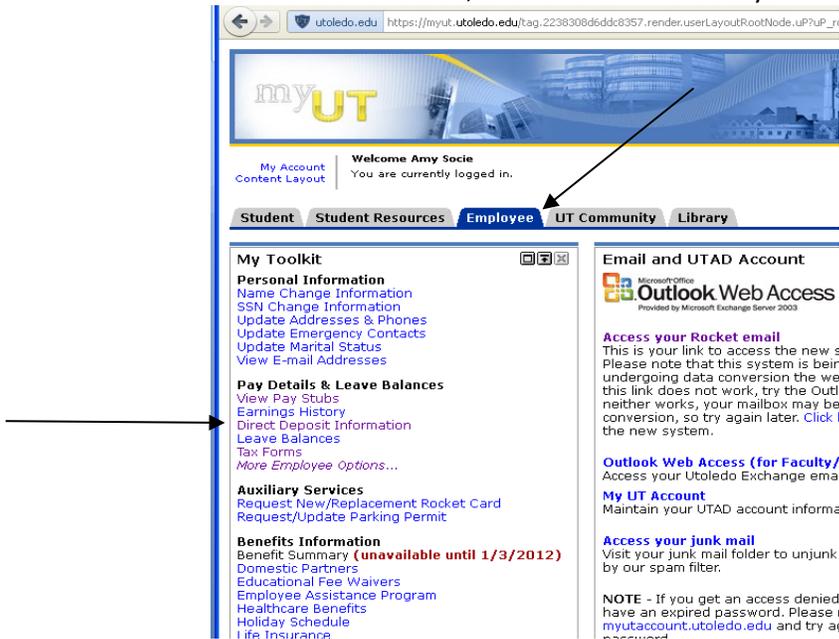


Direct Deposit

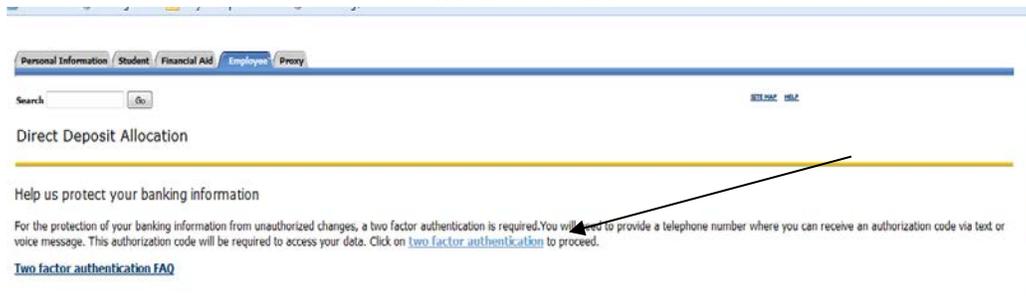
You must set up Direct Deposit through the MyUT Portal.



Once you log in using your UTAD name and password, you must click on the "Employee" tab. From the employee tab, there will be a set of links on the left hand side; click on the link that says "Direct Deposit Information".



After clicking this link, it will bring up a page explaining two factor authentication. Click on "two factor authentication" within the text.



After that it will ask you to sign in using UTAD one more time.

[HELP](#)

University of Toledo Self Service - You can log in to self service with your UTAD username and UTAD password.

If you cannot get access please visit myutaccount.utoledo.edu and reset your password, then try again through the MyUT portal or on this page.

UTAD ID:

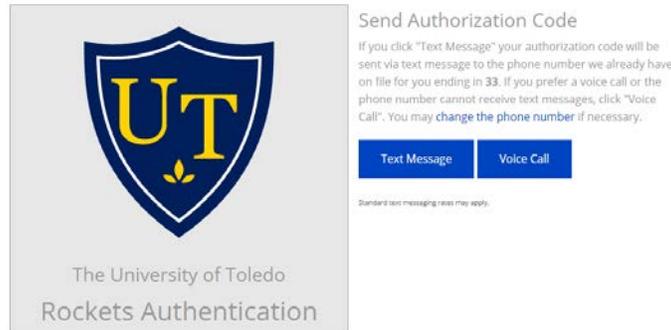
UTAD Password:

[Click Here for Help with Login?](#)

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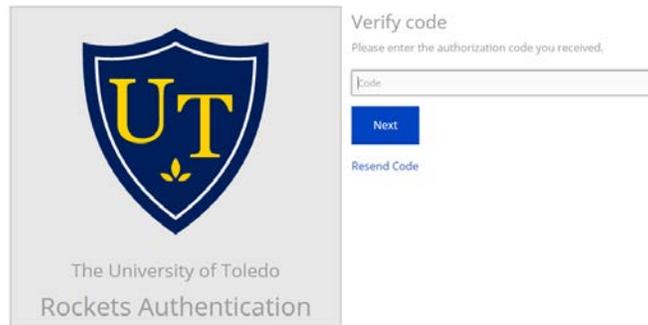
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After you log in again, it will take you to a screen asking if you want a text or a voice message for a confirmation code.



The screen displays the University of Toledo logo and the text "The University of Toledo Rockets Authentication". On the right, the heading "Send Authorization Code" is followed by instructions: "If you click 'Text Message' your authorization code will be sent via text message to the phone number we already have on file for you ending in 33. If you prefer a voice call or the phone number cannot receive text messages, click 'Voice Call'. You may change the phone number if necessary." Below this text are two buttons: "Text Message" and "Voice Call". A small note at the bottom states "Standard text messaging rates may apply."

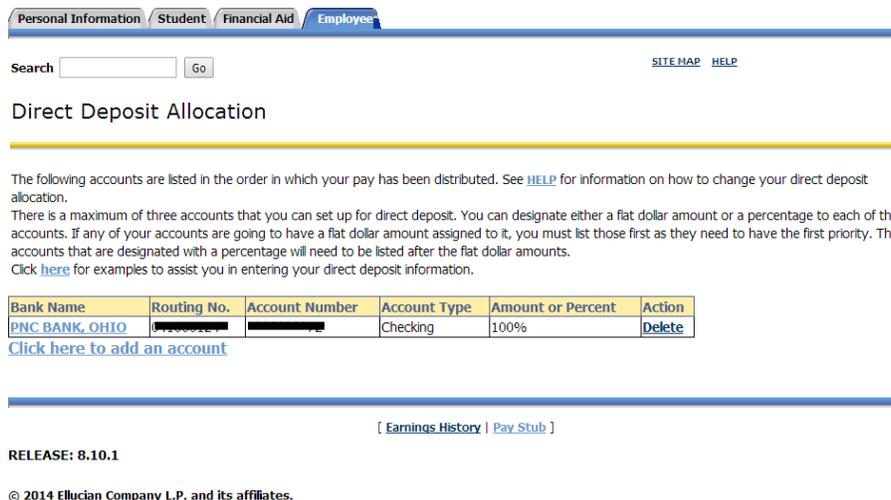
After you make your selection you will receive a text/voice message with a 6 digit number. You will then type in the code on the screen below and click next.



The screen displays the University of Toledo logo and the text "The University of Toledo Rockets Authentication". On the right, the heading "Verify code" is followed by the instruction "Please enter the authorization code you received." Below this is a text input field labeled "Code". A "Next" button is positioned below the input field, and a "Resend Code" link is located at the bottom right.

You will then be directed to the main direct deposit allocation screen. Please follow the directions on the next page, depending on the action you wish to take.

PLEASE NOTE: If you have multiple accounts set up, your final account must have 100% entered.



The screen features a navigation bar with tabs for "Personal Information", "Student", "Financial Aid", and "Employee". Below the navigation bar is a search field with a "Go" button and links for "SITE MAP" and "HELP". The main heading is "Direct Deposit Allocation".

The following accounts are listed in the order in which your pay has been distributed. See [HELP](#) for information on how to change your direct deposit allocation. There is a maximum of three accounts that you can set up for direct deposit. You can designate either a flat dollar amount or a percentage to each of the accounts. If any of your accounts are going to have a flat dollar amount assigned to it, you must list those first as they need to have the first priority. The accounts that are designated with a percentage will need to be listed after the flat dollar amounts. Click [here](#) for examples to assist you in entering your direct deposit information.

Bank Name	Routing No.	Account Number	Account Type	Amount or Percent	Action
PNC BANK, OHIO	044000227	██████████	Checking	100%	Delete

[Click here to add an account](#)

[[Earnings History](#) | [Pay Stub](#)]

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To Add:

Click the "Click here to add an account" link.

Personal Information Student Financial Aid **Employee**

Search Go [SITE MAP](#) [HELP](#)

Direct Deposit Allocation

The following accounts are listed in the order in which your pay has been distributed. See [HELP](#) for information on how to change your direct deposit allocation.

There is a maximum of three accounts that you can set up for direct deposit. You can designate either a flat dollar amount or a percentage to each of the accounts. If any of your accounts are going to have a flat dollar amount assigned to it, you must list those first as they need to have the first priority. The accounts that are designated with a percentage will need to be listed after the flat dollar amounts.

Click [here](#) for examples to assist you in entering your direct deposit information.

Bank Name	Routing No.	Account Number	Account Type	Amount or Percent	Action
PNC BANK, OHIO	0123456789	12345678901234	Checking	100%	Delete

[Click here to add an account](#)

[[Earnings History](#) | [Pay Stub](#)]

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Insert banking information and click "Continue".

Direct Deposit Allocation

The initial set up time for the direct deposit is approximately one week. Please complete this form as soon as possible to avoid delays.

IMPORTANT NOTE: Employee must be an account holder of the account specified; a joint account can be used. Incomplete or incorrect information may delay the transfer of funds. This authority is to remain in effect until The University of Toledo has received notification from the employee.

Sample:



Below is the current bank account information that is on your payroll direct deposit record.

Bank Name	Routing No.	Account Number	Account Type	Amount or Percent
PNC BANK, OHIO	0123456789	12345678901234	Checking	100%

I hereby authorize The University of Toledo to initiate electronic funds transfers to my account (check one):

- Savings account at the bank indicated below
- Checking account at the bank indicated below

Routing No:

Account Number:

Amount or Percent: Please Select ▾

[Continue](#)

To Delete:

Click the delete button under "Action."

Personal Information / Student / Financial Aid / **Employee**

Search Go [SITE MAP](#) [HELP](#)

Direct Deposit Allocation

The following accounts are listed in the order in which your pay has been distributed. See [HELP](#) for information on how to change your direct deposit allocation. There is a maximum of three accounts that you can set up for direct deposit. You can designate either a flat dollar amount or a percentage to each of the accounts. If any of your accounts are going to have a flat dollar amount assigned to it, you must list those first as they need to have the first priority. The accounts that are designated with a percentage will need to be listed after the flat dollar amounts. Click [here](#) for examples to assist you in entering your direct deposit information.

Bank Name	Routing No.	Account Number	Account Type	Amount or Percent	Action
PNC BANK, OHIO	██████████	██████████	Checking	100%	Delete

[Click here to add an account](#)

[\[Earnings History | Pay Stub \]](#)

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Click "Submit" to verify your change.

Personal Information / Student / Financial Aid / **Employee** / Finance / Proxy

Search Go [SITE MAP](#) [HELP](#)

Direct Deposit Allocation

Please verify data you would like to delete.

If the information below is correct, click the "Submit" button and an email confirmation will be sent to your UT email address. If the information is not correct or Bank Name is "INVALID", you may use the "Cancel" button to go back and re-enter your information.

Account Type:

Routing No:

Bank Name: PNC BANK, OHIO

Account Number:

Amount or Percent:

I acknowledge that clicking the button below represents my signature.

To Change:

Click on the bank you'd like to change under "Bank Name".

Personal Information Student Financial Aid **Employee**

Search Go [SITE MAP](#) [HELP](#)

Direct Deposit Allocation

The following accounts are listed in the order in which your pay has been distributed. See [HELP](#) for information on how to change your direct deposit allocation.

There is a maximum of three accounts that you can set up for direct deposit. You can designate either a flat dollar amount or a percentage to each of the accounts. If any of your accounts are going to have a flat dollar amount assigned to it, you must list those first as they need to have the first priority. The accounts that are designated with a percentage will need to be listed after the flat dollar amounts.

Click [here](#) for examples to assist you in entering your direct deposit information.

Bank Name	Routing No.	Account Number	Account Type	Amount or Percent	Action
PNC BANK, OHIO	██████████	██████████	Checking	100%	Delete

[Click here to add an account](#)

[[Earnings History](#) | [Pay Stub](#)]

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Edit any information from this screen and click "Continue".

Direct Deposit Allocation

The initial set up time for the direct deposit is approximately one week. Please complete this form as soon as possible to avoid delays.

IMPORTANT NOTE: Employee must be an account holder of the account specified; a joint account can be used. Incomplete or incorrect information may delay the transfer of funds. This authority is to remain in effect until The University of Toledo has received notification from the employee.

Sample:

Below is the current bank account information that is on your payroll direct deposit record.

Bank Name	Routing No.	Account Number	Account Type	Amount or Percent
PNC BANK, OHIO	██████████	██████████	Checking	100%

I hereby authorize The University of Toledo to initiate electronic funds transfers to my account (check one):

Savings account at the bank indicated below

Checking account at the bank indicated below

Routing No: PNC BANK, OHIO

Account Number:

Amount or Percent: 100 Percent

[Continue](#)

Below are some examples to assist you in entering your direct deposit information.

Direct Deposit all funds into one (1) account.

# of Accounts Used	Action Desired	Priority Set Up	Percent or Amount
1	All funds direct deposited to one account	1	100%

Direct Deposit all funds into two (2) accounts. (One account a specific amount with the remainder deposited into another account)

# of Accounts Used	Action Desired	Priority Set Up	Percent or Amount
2	\$50 to one account and balance to deposit into another account	1	\$50
		2	100%

Please note the last priority needs to be 100%.

Direct Deposit all funds into two (2) accounts. (Percentage into each account)

# of Accounts Used	Action Desired	Priority Set Up	Percent or Amount
2	60% deposited into 1 st account, balance to 2 nd	1	60%
		2	100%

Please note the last priority needs to be 100%.

Direct Deposit all funds into three (3) accounts. (Specific amount into first account, specified percentage to two accounts)

# of Accounts Used	Action Desired	Priority Set Up	Percent or Amount
3	\$50 into 1 st account, 60% to 2nd account, balance to 3 rd .	1	\$50
		2	60%
		3	100%

Please note the last priority needs to be 100%.

PLEASE NOTE: If you have multiple accounts set up, your final account must have 100% entered.