

Direct Deposit Enrollment or Changes

The Payroll Office offers Direct Deposit to all employees and student workers and strongly encourages its use. Direct Deposit provides employees and student workers with a safe, timely and convenient way to receive their pay.

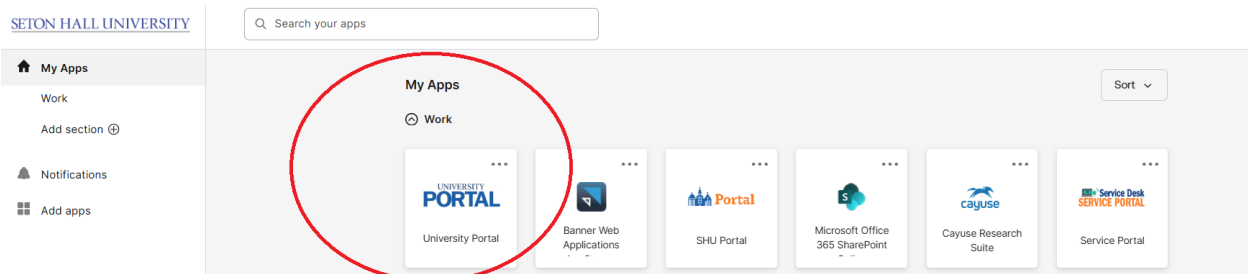
With Direct Deposit, an employee's net pay is transferred electronically into one or more checking or savings account(s) of an employee's choice and is available on pay day.

Direct Deposit eliminates worry about paychecks being lost, stolen or misplaced. It is a convenient way to ensure money is safely available on payday (whether the employee is on vacation, out of the office, away on business or out sick.)

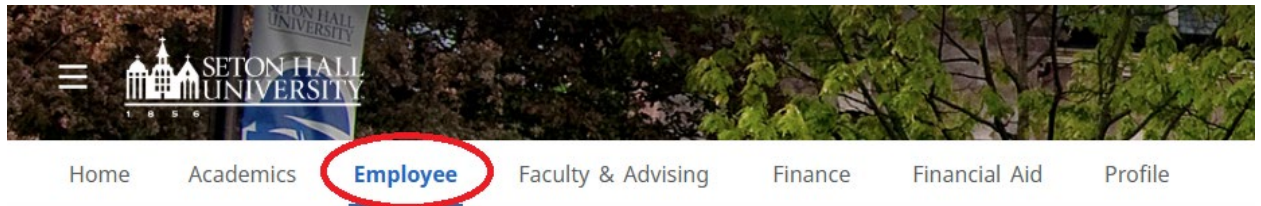
Employees may elect to receive their pay via Direct Deposit either by returning the Direct Deposit Authorization Form to the Payroll Office, or by electing this option via PirateNet on the University Portal.

To sign up for Direct Deposit electronically, follow these easy steps:

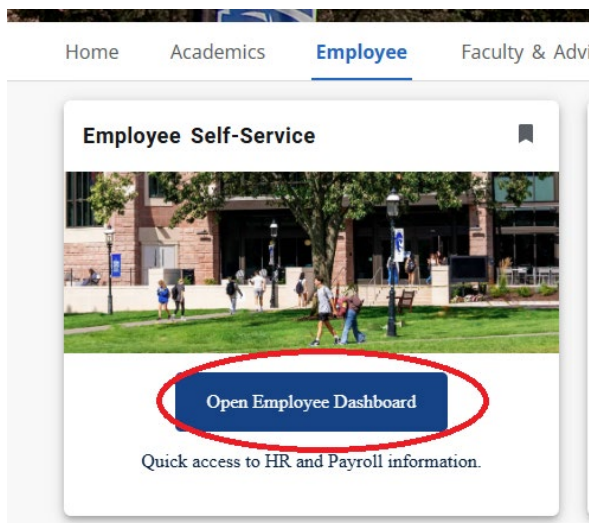
- Log onto **PirateNet** and select the **University Portal**



- Click on the **Employee** tab



- Click on **Open Employee Dashboard**



- Under the **Pay Information** section, click on **Direct Deposit Information**, and then update or change your direct deposit information and click **SAVE** at the bottom of the page.

Pay Information				▼
Latest Pay Stub: 07/31/2025	All Pay Stubs	Direct Deposit Information	Deductions History	
Earnings				▲
Benefits				▲
Taxes				▲
Job Summary				▲
Employee Summary				▲

- To enter your banking information **for Payroll Direct Deposit**, choose **Proposed Pay Distribution**.
- To enter your banking information for **reimbursement of business and travel expense reports**, choose **Accounts Payable Deposit**.
- Click on **“Add New”** to enter your Direct Deposit information.



Proposed Pay Distribution

⊖ Delete ⊕ Add New

- Once completed, **click the ‘authorization box’** and then click **Save Changes** on the bottom of the page to complete.

By checking this box, I authorize the institution to automatically deposit my net pay in my account(s) each payday. If funds to which I am not entitled are deposited to my account(s), I authorize the institution to direct the Bank to return said funds