

Go to the [E-Services](#) page.

1. Select **P.A.S.S.** or **PeopleSoftHR**
2. Login with your **User ID** and **Password**
3. Click **Sign In**

Students Faculty and Staff

E-Services / HRMS / PASS Login

1. Select Application



2. Sign In

User ID:

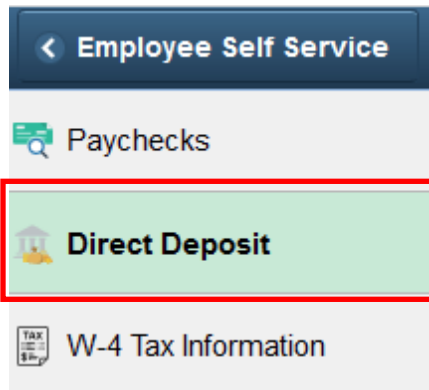
Password:

Sign in

4. Click the **Payroll & Compensation** tile

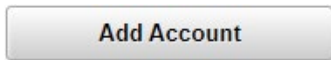


5. Click on **Direct Deposit**



The system displays the current direct deposit elections.

6. Click on **Add Account**



7. Enter the **bank routing number**

8. Enter the **account information** and select **Account Type** and **Deposit Type**

[Direct Deposit](#)

Add Direct Deposit

Your Bank Information

Routing Number

[View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount

*Deposit Order (Example: 1 = First Account Processed)

Please note: If you only have one account the Deposit Order is 999

9. Read the direct deposit information and **select the check box** to indicate authorization.

☐ **Check this box to acknowledge authorization above and enable saving changes.**