

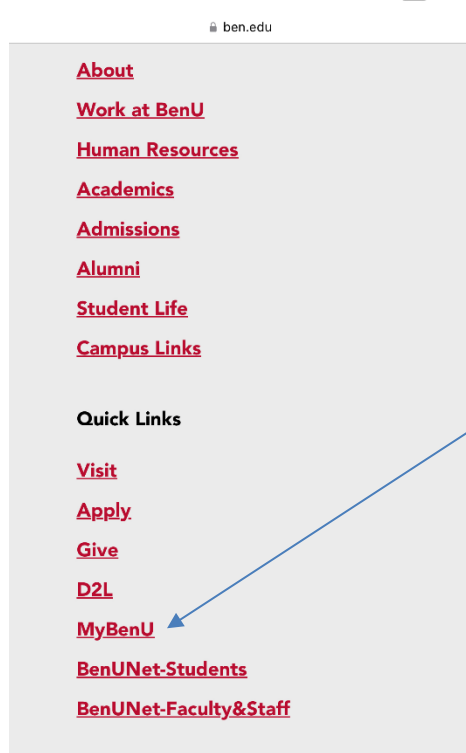
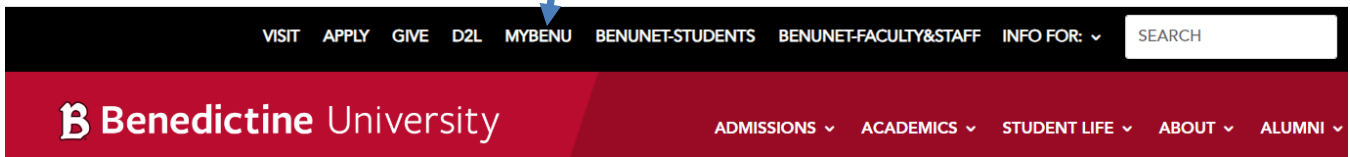


Benedictine University Human Resources

MyBenU Direct Deposit Self Service

Employees can now enter and modify their direct deposit information by using the following navigation.

Navigation is: www.ben.edu click on MyBenU



On your cell phone you will scroll to the bottom of the page to click on MyBenU



MYBenU
BENEDICTINE UNIVERSITY'S STUDENT INFORMATION SYSTEM

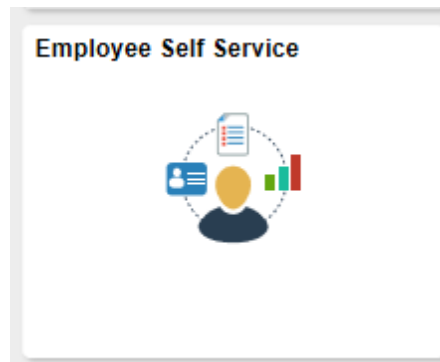
User ID

Password

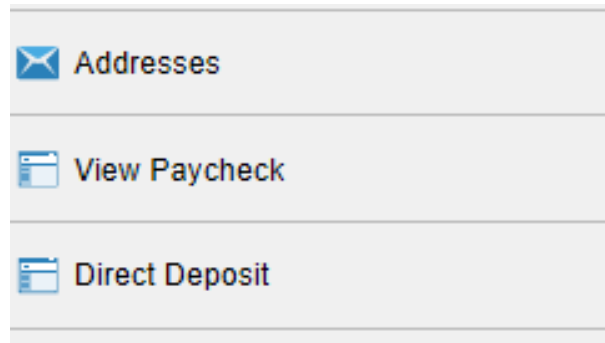
[Sign In](#)

➤ Login using your employee daily login credentials (i.e. username with no ben.edu at the end, JDOE versus jdoe@ben.edu)

- Click on "Employee Self Service"



- Click on "Direct Deposit"



MyBenU Direct Deposit Self Service

Employees can now enter and modify their direct deposit information by using the following navigation.

Navigation is: [Self Service](#) > [Payroll and Compensation](#) > [Direct Deposit](#)

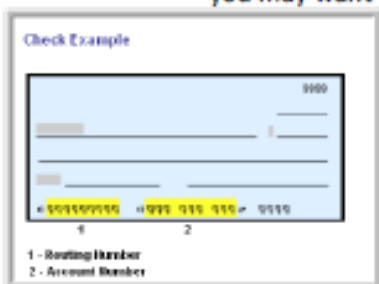
To Add an Account

- Click the "Add Account" button
- Complete the following fields shown on below screen shot.



➤ **Routing Number** - For checking account, please see example below on what to enter. For savings account you may want to contact your bank to determine what to enter.

➤ **Account Number** - For checking account, please see example below on what to enter. For savings account you may want to contact your bank to determine what to enter.



➤ **Account Type** – Checking, Issue Check, or Savings

➤ **Deposit Type** – Amount, Balance or Percent. If you are setting up multiple accounts, make sure one is designated as a "Balance" type

➤ **Amount or Percent** – If "Balance" is selected as the deposit type this can be left blank.

➤ **Deposit Order** – A deposit order of "1" will be deposited first and "2" will be deposited second, etc. For deposit type "Balance" a deposit order of 999 will be defaulted in. For example, if you select \$500 to go to your savings account as a deposit order "1" and the "balance" to go to a checking account, if your net pay for the pay period is only \$400, all \$400 will be deposited to your savings account because it had a deposit order of "1" or first.

- Next, read the direct deposit terms and conditions. Click the checkbox to signify that you agree to the terms and then click save and OK.

Distribution Instructions

Direct Deposit Authorization

I hereby authorize Benedictine University, and its payroll service provider, Ceridian, to deposit my payroll earnings and employee expense reimbursements directly into the account(s) and financial institution(s) I have designated above. In the event that the University erroneously deposits funds into my account(s), I authorize Benedictine University and Ceridian to initiate debit entries (reversals) to correct the error.

I understand that it is my responsibility to verify that funds have been credited to my account(s) and that the University assumes no liability for my overdrafts for any reason. I understand that in the event my financial institution(s) is/are not able to deposit my payroll and expense reimbursement into my account due to any action I take, the University cannot issue the funds to me until my financial institution(s) returns the funds to Benedictine University.

I attest, that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform the Payroll department immediately.

I understand that this authorization will remain in effect until I change or delete the information provided. New direct deposits or changes to existing accounts can take up to 2 pay periods to take effect. I agree to contact the Payroll department IMMEDIATELY when a direct deposit bank account is closed. I understand that failure to do so may cause my pay to be delayed.

I agree to the above terms and conditions by checking the box

Save

Review your account information to ensure it is accurate. If errors are found, click the edit button to correct errors, then click save and OK. Below are some examples of how to set up different scenarios

1. Set up a single direct deposit account

- Choose a deposit type of "Balance", the deposit order of "999" will default in.

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Checking	██████████	██████████	Balance		999	Edit	Delete

2. Example, you want \$100 to go into a savings account and the remainder to go into your checking account.

- Savings account – Choose a deposit type of "Amount", enter \$100 as the amount and choose 1 as the deposit order.
- Checking account – Setup is the same as example 1.

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Savings	██████████	██████████	Amount	\$100	1	Edit	Delete
Checking	██████████	██████████	Balance		999	Edit	Delete

3. Example, you want 25% of your net pay to go into your savings account and the remaining amount to go to your checking account.

- Savings account - Choose a deposit type of "Percent", enter 25 for percent, and choose 1 as the deposit order.
- Checking account - Setup is the same as example 1

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Savings	██████████	██████████	Percent	25%	1	Edit	Delete
Checking	██████████	██████████	Balance		999	Edit	Delete

4. Same example as number 3, but you want to also receive a check in the amount of \$150.

- Choose Account Type of "Issue Check", enter "Amount" as the deposit type, enter \$150 as the amount, and choose 2 as the deposit order.

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Savings	██████████	██████████	Percent	25%	1	Edit	Delete
Issue Check			Amount	\$150	2	Edit	Delete
Checking	██████████	██████████	Balance		999	Edit	Delete

To Edit an Account

- Click the “Edit” button next to the account you would like to edit and change the applicable information: Account Type, Deposit type, Amount/Percent, Routing Number, Account Number, or Deposit order.
- Review your information to ensure it is accurate.
- Click the checkbox to signify that you agree to the terms and then click save.
- Click OK

To Delete an account

- Click the delete button next to the account you would like to delete.
- Click the checkbox to signify that you agree to the terms
- If you are sure you want to delete the account, select the “Yes – Delete” button.
- Click OK.

Important!

- If you modify the routing or account number, it will need to go through a prenote process to verify that the account information that you entered is valid. This process can take up to 2 pay periods for the direct deposit to take affect. During this time you will receive a live check for the amount related to the modified account.
- Payrolls can be submitted several days prior to the payment date. Any edits or deletions of account information made after the payroll submission date will be effective on the next succeeding payroll.

Paperless Initiative (Pay Statement Print Option)

The “Pay Statement print Option” link allows you to control whether you receive a paper copy of your direct deposit pay statement or not. As part of our paperless initiative, we strongly encourage you to choose the “Do not send a paper copy” option. If you do need to print a copy of your pay statement, please use the Self service paycheck view functionality.

Review, add or update your direct deposit information.

Direct Deposit Detail					
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order
Savings	071904779	7653214	Balance	999	Edit Delete

[Add Account](#) [Pay Statement Print Option](#) ←

Send a paper copy of direct deposit pay statement to me.

Do not send a paper copy of direct deposit pay statement to me.

To view paycheck through self service, navigate to: [Self Service > Payroll and Compensation > View Paycheck](#). Click the link of the check date you wish to view

Navigation is: Main Menu > Self Service > Payroll and Compensation > View Paycheck

MYBenU

Menu
Self Service
Payroll and Compensation
View Paycheck

View Paycheck

Review your available paychecks below. Select the check date if the paycheck you would like to review.

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
[Select Paycheck]					