

Good afternoon, Nonexempt Staff!

Me Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert

Pay - Setup Direct Deposit

BlueSky Help

Show More

1/6 Click 'Me'

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216 x

Click 'Pay'

Payroll



Nonexem Click 'Payment Method'

Document Delivery Preferences

Set up preferences for delivering documents.

Payslips

View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.

Payment Methods

Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.

Year-End Documents

View, print, download and search year-end documents for current or prior tax years.

Tax Withholding

Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.

Payment Methods
Nonexempt Staff



4/6
Click 'Add'

My Payment Methods		+ Add
Testing	100 %	
Check		



5/6
Enter necessary information
Click 'Next' when complete

My Payment Methods

Save Cancel

*What do you want to call this payment method?

*Payment Amount
Percentage %

*Payment Type
Direct Deposit

*Account Number

*Account Type

*Routing Number

Testing Remaining Pay
Check

Payment Methods
Nonexempt Staff

My Payment Methods

Save Cancel

*What do you want to call this payment method?

*Payment Amount

Percentage

6/6
Click 'Save'

*Payment Type

Direct Deposit

*Account Number

*Account Type

*Routing Number

Testing

Remaining Pay

Check

My Payment Methods

Save Cancel

*What do you want to call this payment method?

*Payment Type

Direct Deposit

*Account Number

*Account Type

*Routing Number

Testing

Check

Congratulations, you have successfully added a direct deposit source.

If you have any inquiries contact Payroll@depaul.edu

To view this walkthrough again, click 'Self Help' and Search 'Setup Direct Deposit'

BlueSky Help