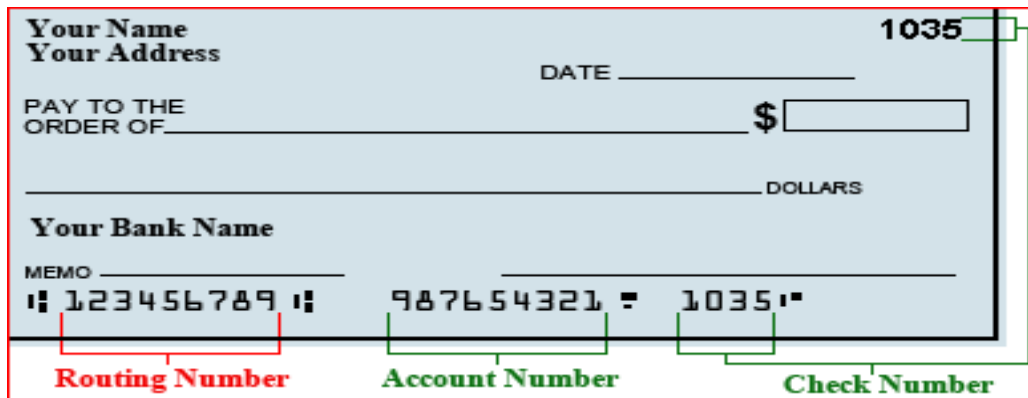


## Employee and Work-Study Student Refunds – Direct Deposit

The Business Office recommends that all employees and work-study students receiving travel advances and reimbursements enroll for Direct Deposit. Direct Deposit allows employees and work-study students to receive funds quicker than by check through automatic deposit to the recipient’s bank account.

### How to Enroll in Direct Deposit through Self-Service

- Employees and work-study students will be able to enter and maintain banking information in Self-Service.
- Employees and work-study students must have banking information to enroll for Direct Deposit in Self-Service. If you already have a payroll account, you may use this account for your travel advances and reimbursements.



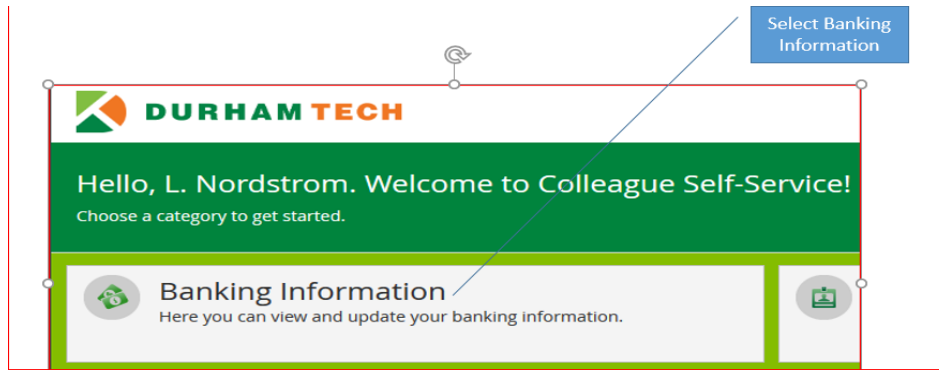
The diagram shows a check form with the following fields and highlighted information:

- Your Name** and **Your Address** (top left)
- DATE** (top right)
- 1035** (top right corner)
- PAY TO THE ORDER OF** (middle left)
- \$** (middle right)
- DOLLARS** (middle right)
- Your Bank Name** (bottom left)
- MEMO** (bottom left)
- 123456789** (bottom left, highlighted in red and labeled **Routing Number**)
- 987654321** (bottom middle, highlighted in green and labeled **Account Number**)
- 1035** (bottom right, highlighted in green and labeled **Check Number**)

- Employees and work-study students who do not enter banking information in Self-Service will not be qualified for Direct Deposit.
- Employees and work-study students who enter invalid banking information in Self-Service will not receive Direct Deposit; a check will be issued. It will take approximately two weeks to process the check.

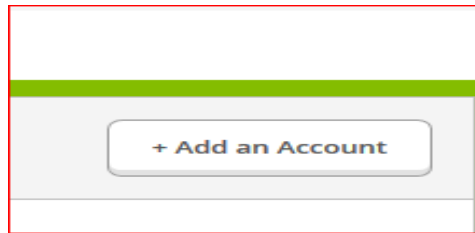
### Direct Deposit Bank Account for Employees and Work-Study Students

1. Log in to [Self-Service](#)
2. Click **Banking Information**



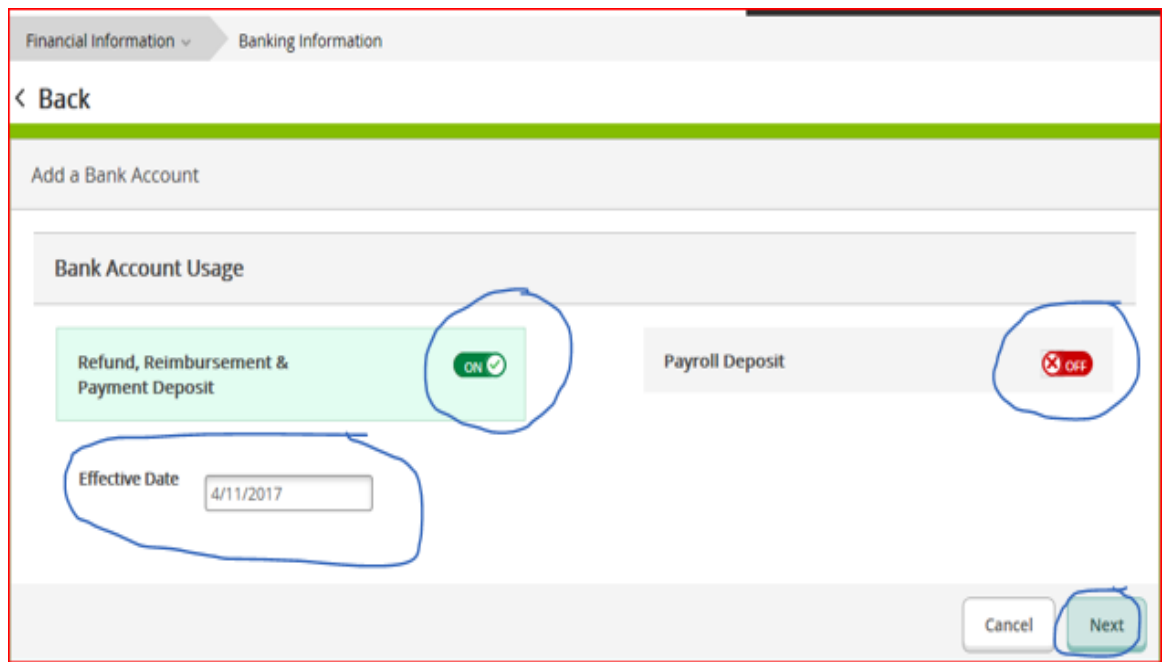
### 3. Add account

For a new bank account, click *Add an Account*.



### 4. Turn on *Bank Account Usage*

- If you already have a payroll account that you would like to use for travel advances and reimbursements, turn off Payroll Deposit (since it already exists). Your payroll Direct Deposit account will still be active.
- Turn on Refund, Reimbursement & Payment Deposit
- Enter Effective date
- Click Next



**Bank Account Usage**

Refund, Reimbursement & Payment Deposit  ON

Verification: Verified ✓

Effective Date: 5/4/2017

End Date: 5/9/2017

**This account is also active for payroll deposits.**

### 5. Enter Bank Account Detail

When you enter your new bank account details, you must agree to the terms and conditions before you can save your new banking information.

**Edit Bank Account Details**

**New Account**

Account Nickname:

Country of Bank:

Routing Number:  ✓

Bank Account Number:  ✓

Re-enter Bank Account Number:  ✓

Account Type:

I agree to the terms and conditions

**Terms and Conditions**

Thank you for using Self-Service e-check. In order to continue, please check the Terms and Conditions checkbox, and click the Submit Button below. Thank you Durham Tech Business Office

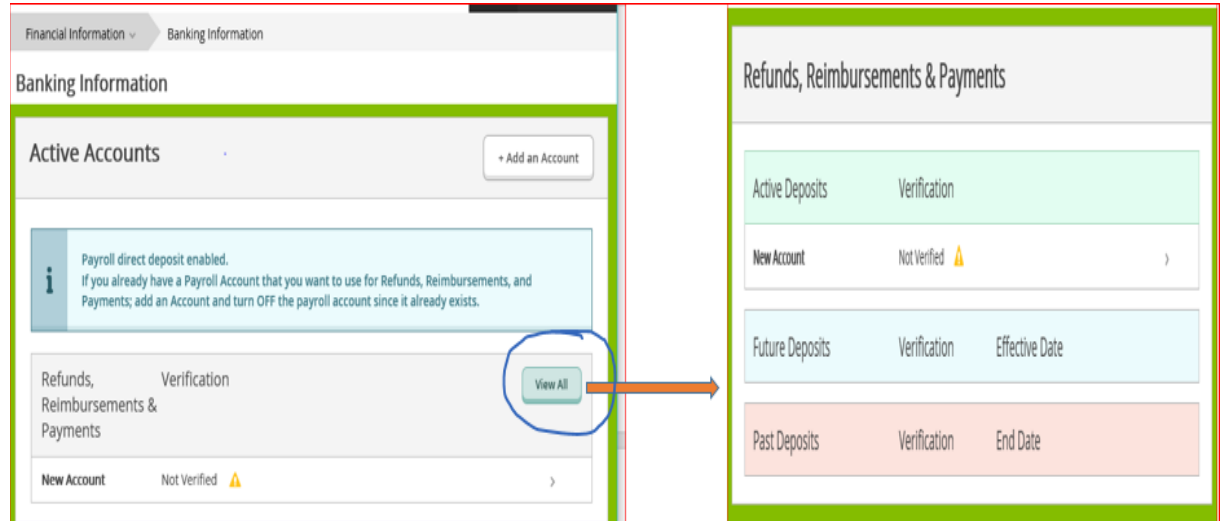
**Check Stub Example:**

Your Name: \_\_\_\_\_ 1035  
 Your Address: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 PAY TO THE ORDER OF: \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ DOLLARS  
 Your Bank Name: \_\_\_\_\_  
 MEMO: \_\_\_\_\_  
 ⑆ 123456789 ⑆ 987654321 ⑆ 1035 ⑆  
 Routing Number Account Number Check Number

### 6. Account Verification and View Active Accounts

Direct Deposits and Refunds/Reimbursements/Payments (E-checks) are paid only to accounts that are verified. The accounts payable office will verify your Refund/Reimbursement/Payment deposit account.

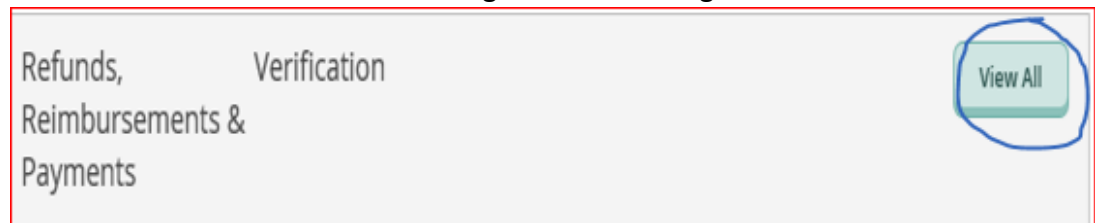
- If you add a new bank account with an effective date in the future, you can view the new bank account information by selecting *View All* on the Banking Information page.



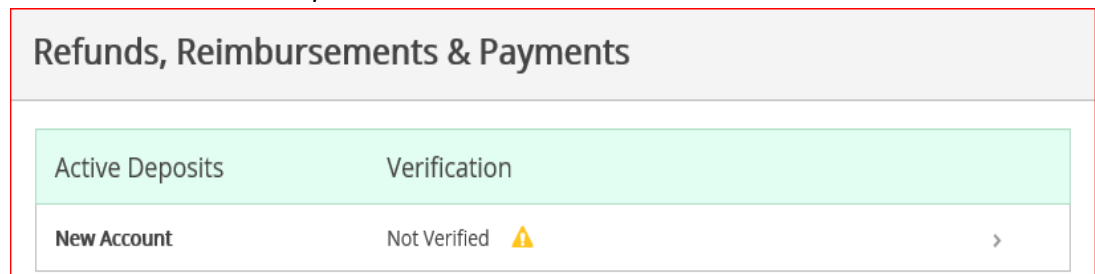
## 7. How do I edit bank account details?

After a bank account is considered verified, you can only change the account nickname information. You cannot change other information, such as the bank account number. If your account information has changed, you must add a new account and then delete the old account. You cannot delete the old account before adding a new account.

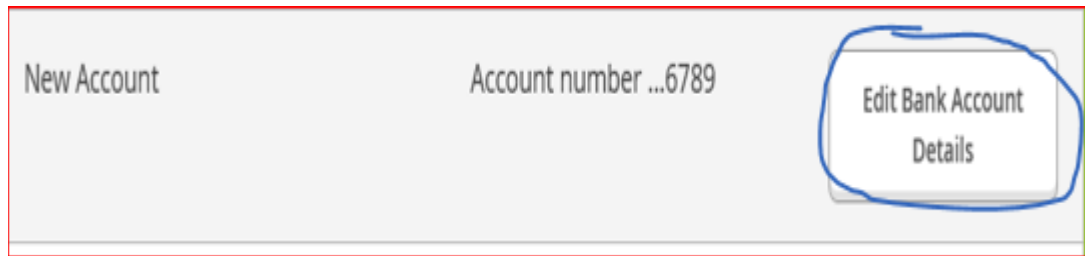
- Select *View All* on the Banking Information Page



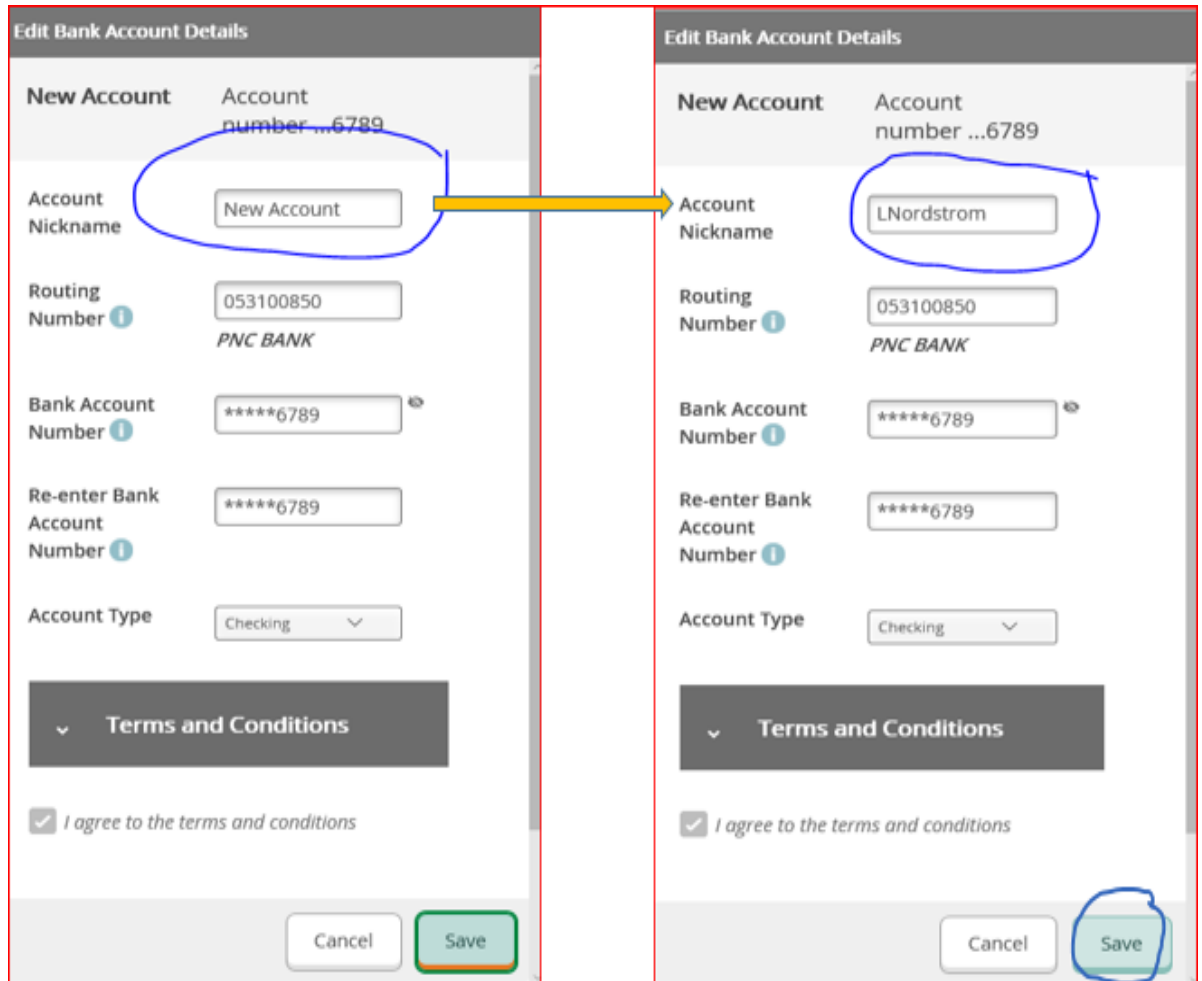
- Select *Active Deposits*



- Click *Edit Bank Account Details*



- Edit *Account Details* and *Save*  
You can only change the account nickname information.



## 8. How do I delete an Account?

You can only delete a bank account if its effective date is in the future.

- Select *View All* on the Banking Information Page

Refunds, Verification  
Reimbursements & Payments

View All

- Select *Future Deposits Account*

Future Deposits	Verification	Effective Date	
New Account	Not Verified ⚠	5/10/2017	>

- Click *Delete*

New Account Account number ...6789 Edit Bank Account Details

Bank Account Usage

Refund, Reimbursement & Payment Deposit ON ✓

Verification Not Verified ⚠

Effective Date 5/10/2017

Cancel Delete Save

## 9. How do I deactivate or end a Refund/Reimbursement/Payment Account?

- Select *Refund/Reimbursement/Payment Account*

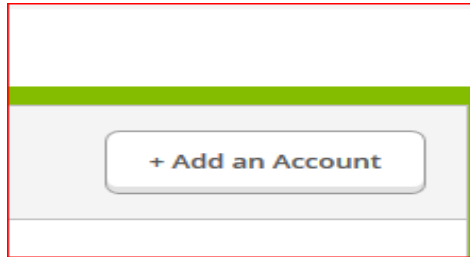
The screenshot shows the 'Banking Information' section of a system. At the top, there is a header 'Banking Information'. Below it is a section titled 'Active Accounts' with a '+ Add an Account' button. A light blue information box contains the text: 'Payroll direct deposit enabled. If you already have a Payroll Account that you want to use for Refunds, Reimbursements, and Payments; add an Account and turn OFF the payroll account since it already exists.' Below this, there is a section for 'Refunds, Reimbursements & Payments' with a 'View All' button.

- Under Bank Account Usage, turn off the on/off switch for *Refund/Reimbursement/Payment Deposit*.
  - This change takes effect immediately.
  - If you are ending an active account and payment processing has been completed, your change will take effect with the next payment run.

The screenshot shows the 'Bank Account Usage' section of a system. At the top, there is a header 'New Account' and 'Account number ...6789' with an 'Edit Bank Account Details' button. Below it is a section titled 'Bank Account Usage'. A red switch labeled 'OFF' is circled in blue. Below this, there is a light blue information box containing the text: 'You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.' At the bottom, there are 'Cancel' and 'Save' buttons.

**10. If Refund/Reimbursement/Payment Account was deleted, how do I reactivate?**

- To reactivate a deleted refund/reimbursement/payment account
  - You cannot reactivate an account that has been deleted
  - You MUST add the account again



**11. Whom do I contact if I did not receive a Direct Deposit refund?**

Students should contact Financial Aid:

919-536-7200, ext. 1512

[financialaid@durhamtech.edu](mailto:financialaid@durhamtech.edu)

**12. Whom do I contact if I have an IT related issue with Self-Service?**

- a. For example:
  - I cannot log in ([reset your password](#))
  - I cannot add an account
  - I cannot delete an account
  - I cannot view my account

Students should contact Durham Tech Information Technology Services:

919-536-7200, ext. 6111

[helpdesk@durhamtech.edu](mailto:helpdesk@durhamtech.edu)

**13. Whom do I contact for Direct Deposit or non-IT related issues?**

Students should contact the Durham Tech Business Office:

919-536-7200, ext. 1005

[AccountsReceivable@durhamtech.edu](mailto:AccountsReceivable@durhamtech.edu)