

BANNER SELF SERVICE DIRECT DEPOSIT USER GUIDE

ALABAMA A&M UNIVERSITY



COMPTROLLER'S OFFICE
GENERAL ACCOUNTING DEPARTMENT

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Overview

Direct deposit enrollment is a way for those receiving payments from the University to have their funds electronically sent to their bank account (s). Direct Deposit is mandatory for Payroll, however, in order to receive all payments electronically, direct deposit **must** be set up for both Payroll *and* Accounts Payable.

Access to Banner Self Service is needed to carry out the instructions provided in this guide.

Payroll Direct Deposits

- Direct Deposit is mandatory for ALL employees.
- Employees classes are defined in the table below.

| Employee Class | Employee Categories | Is Direct Deposit Required? |
|----------------|---|-----------------------------|
| Faculty | 9 month, 12 month, Part-time | Yes |
| Staff | Full-time, Part-time, Temporary | Yes |
| Students | Graduate Assistant, Student Worker, Student Assistant, etc. | Yes |

- Employees are encouraged to setup banking information as soon as possible after they are hired.
- Access to Banner Self Service can be obtained for faculty and staff, by completing the Information Technology form, Banner Access Request form and submitting it to Information Technology for processing.

Accounts Payable Direct Deposits

- Direct Deposits are the University's preferred method of payment. It allows vendors to receive payments more quickly compared to paper checks. In addition, it reduces waste and is a cost-savings to the University.
- Vendors receive Accounts Payable direct deposits.
- Vendors are persons or entities that provide a product or service to the University for a fee.
- Vendor classes are defined in the table below.

| Vendor Class | Available Payment Methods |
|--|--|
| Employees (student refunds, travel advances, travel reimbursements, moving expenses, etc.) | Direct Deposit, Paper Check |
| Students (student refunds, stipends, travel advances, travel reimbursements) | Direct Deposit, Paper Check |
| External Businesses | Direct Deposit, Virtual Credit Card, Paper Check |
| Consultants | Direct Deposit, Virtual Credit Card, Paper Check |

Preferred Email Address

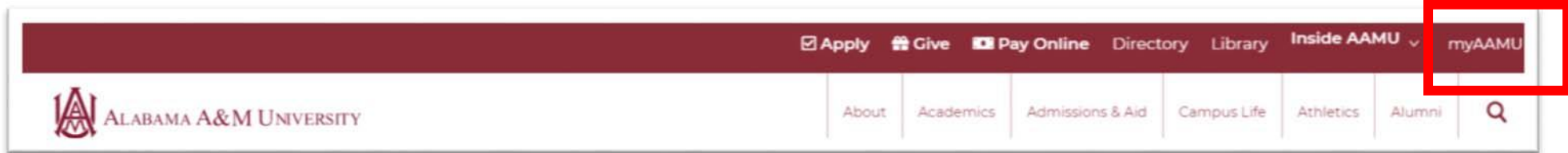
- A preferred email address is a way to get email notifications when you make changes to your direct deposit information.
- You can add a preferred email address through the Banner Self Service Personal Information tab.
- See page 8 of this user guide for detailed instructions on how to select a preferred email address.

Parent Plus Loan Refunds

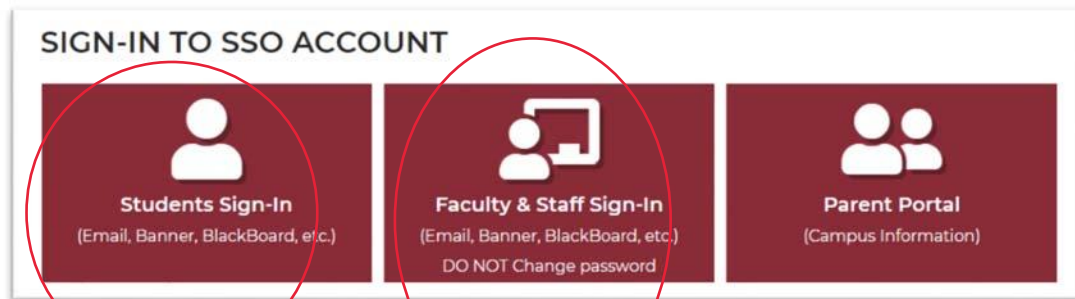
- Parent Plus Loans are ones that student may receive and require a parent to cosign on the loan.
- During the loan origination process, students and parents are required to confirm whether any future refunds will be disbursed to the student or parent.
- At this time, parents receiving refunds will not be able to receive a direct deposit. Parents must receive a check.
- We are always improving and updates will be provided when parents are able to receive direct deposits.

Accessing Banner Self Service Direct Deposit

1. You can access Banner Self Service direct deposit by logging in to the University website at www.aamu.edu. Select **myAAMU**.



2. Scroll down to the Single Sign-On (SSO).



For student

For employee

2.5 Banner 9 General SSB

3. Enter your username and password and select the ~~Banner Self Service~~ Application.



ALABAMA A&M UNIVERSITY

Firstname.Lastname

Password

LOGIN

First Time Users | Forgot Password | Forgot Username

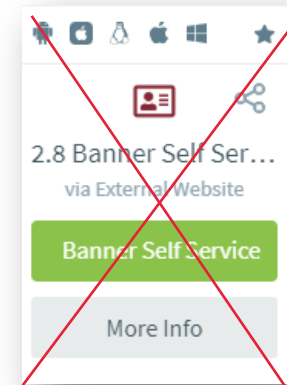
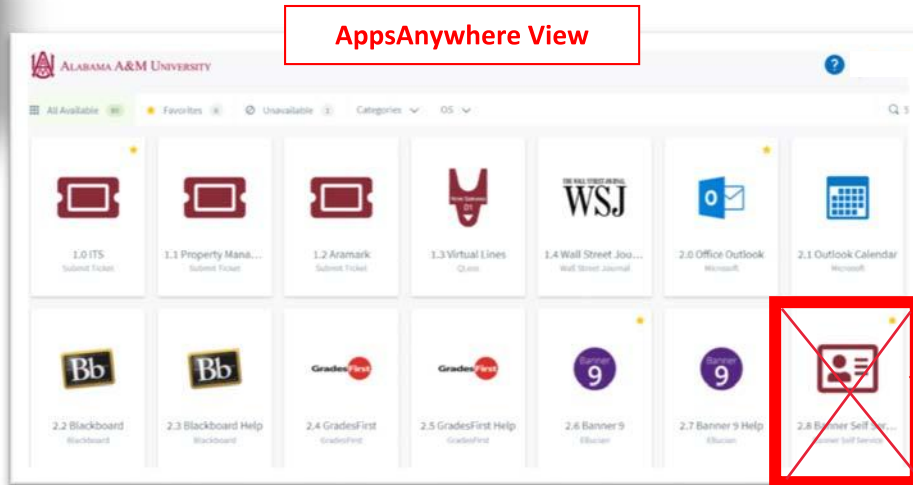
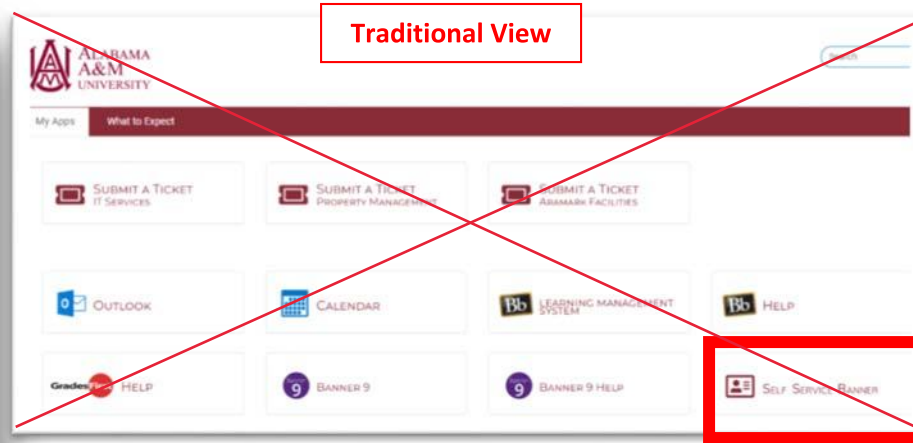
Install Alabama A&M University Mobile App on your iPhone or Android device.

Download on the App Store

GET IT ON Google Play

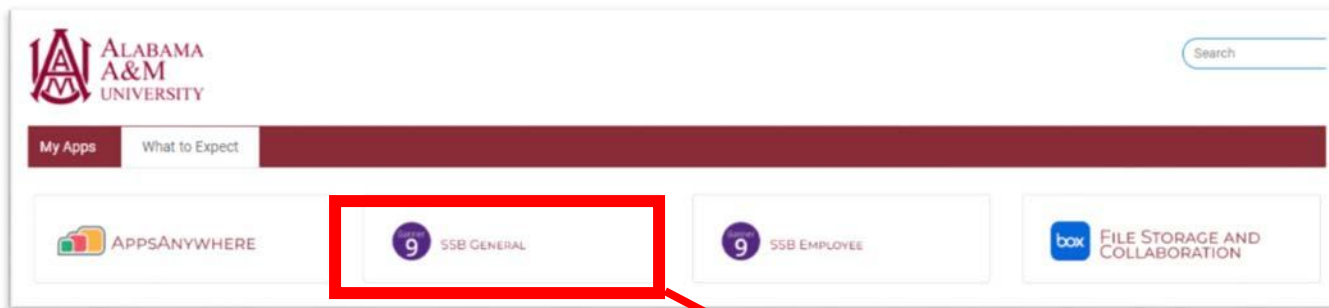
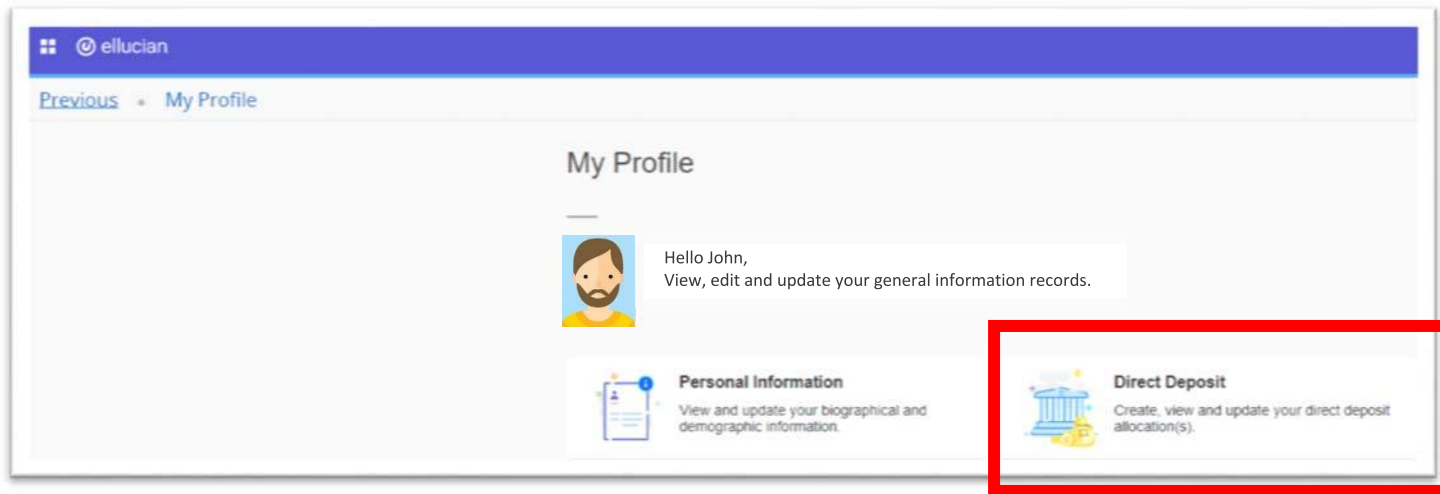
By logging in, you agree to these [Terms of Use](#)

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!



Please login to 2.5 Banner 9 General SSB

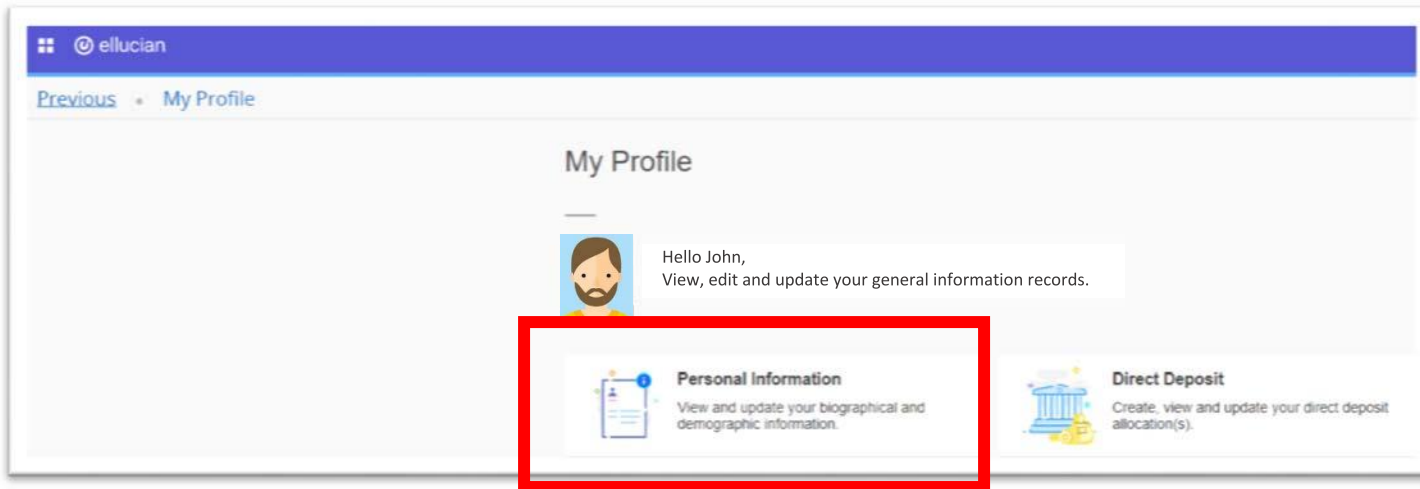
4. Select the **Direct Deposit** option.



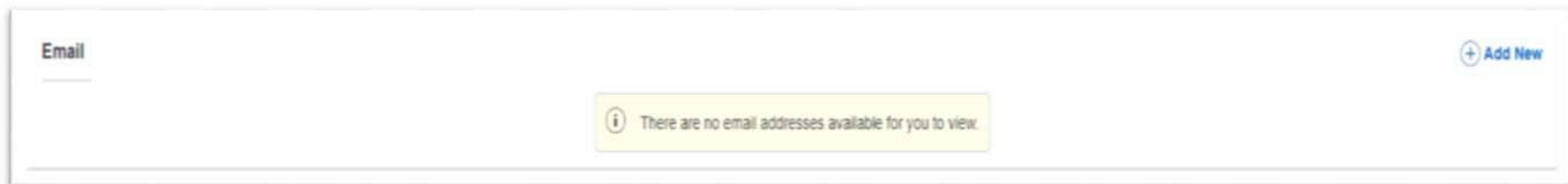
If you login and the screen does not look like the image above, you will need to access Self Service Banner using the "SSB General" link.

Adding a Preferred Email Address

1. To add a preferred email address, access your Personal Information tab through the Single Sign-On. The tab is next to the Direct Deposit tab.



2. Under the Email tab, select Add New.



The image shows a dialog box titled "Add Email" with a close button (X) in the top right corner. The dialog contains the following elements:

- Email Type:** A dropdown menu with the text "Select Email Type" and a downward arrow.
- Email Address:** A text input field with the placeholder text "Enter Email Address".
- Comments:** A text area with the placeholder text "Add Comments".
- Mark as Preferred:** A checkbox followed by the text "Mark as Preferred".
- Add:** A large blue button with the text "Add" centered on it.

3. Enter your email information (Email type and Email Address).
4. Check the **Mark as Preferred** box and select Add.

5. Your email address will now appear under the Email tab and will be marked as preferred.

Create an Account – Payroll

What you need: User ID (A number), bank routing number, bank account number and bank account type (checking or savings). Click the “i” next to “Bank Routing Number” or “Account Number” to see a sample check that indicates where the information can be found on your checks.

Savings account routing and accounts numbers may be found on your bank statements or by contacting your bank.

Add Payroll Allocation [Close]

Choose an option:

Create from existing account information

Create new

Bank Routing Number [Info] Account Number [Info] Account Type

Bank Routing Number [Input] Account Number [Input] Select a Type [Dropdown]

Amount

Use Remaining Amount

Use Specific Amount

Use Percentage

By checking this box, I authorize Alabama Agricultural and Mechanical University to initiate credits or debits to the active accounts on my behalf. Further, I understand that providing inaccurate account data may result in delays to my payments

CANCEL | SAVE NEW DEPOSIT

See page 8 of this user guide for instructions on setting up a preferred email address so that you can receive notifications when changes are made to your banking information.

1. To create a new payroll account, select **Add New** under the Proposed Pay Distribution. You have the option to split your Payroll direct deposit between two accounts.



Add Payroll Allocation [X]

Bank Routing Number ⓘ **Account Number** ⓘ **Account Type**

Bank Routing Number | Account Number | Select a Type ▼

Amount Use Remaining Amount
 Use Specific Amount
 Use Percentage

Priority 1 ▼

By checking this box, I authorize Alabama Agricultural and Mechanical University to initiate credits or debits to the active accounts on my behalf. Further, I understand that providing inaccurate account data may result in delays to my payments

CANCEL | SAVE NEW DEPOSIT

2. Enter your account information (routing number, account number, and account type). The system will check the validity of the bank routing number.

3. Invalid routing numbers will prompt a message to contact General Accounting in the Comptroller’s Office for Assistance.

4. Routing numbers should have a total of **nine** digits.

5. Use the option **Use Remaining Amount** if your entire pay will be deposited to this one account.

6. The **Use Specific Amount** and **Use Percentage** options are only to be used when splitting your payroll between two accounts. See the **Splitting Payroll Direct Deposit** section for instructions.

7. The priority is set by the system and dictates the order in which the accounts will receive a deposit (i.e. Priority 1 means this account will receive a

deposit first). Changing the priority is not permitted.

8. After entering your account information, check the box at the bottom and select **SAVE NEW DEPOSIT**.

9. Your account information will appear under the Proposed Pay Distribution.

Proposed Pay Distribution

[Delete](#) [Add New](#)

| Bank Name | Routing Number | Account Number | Account Type | Amount | Priority | Net Pay Distribution | Status |
|--|----------------|----------------|--------------|-------------|----------|----------------------|--------|
| <input type="checkbox"/> Redstone Federal Credit Union | xxxxx5835 | 1234 | Checking ▼ | Remaining ▼ | 1 ▼ | \$2,829.00 | Active |

Total Net Pay **\$2,829.00**

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

Accounts Payable Deposit

[Delete](#) [Add New](#)

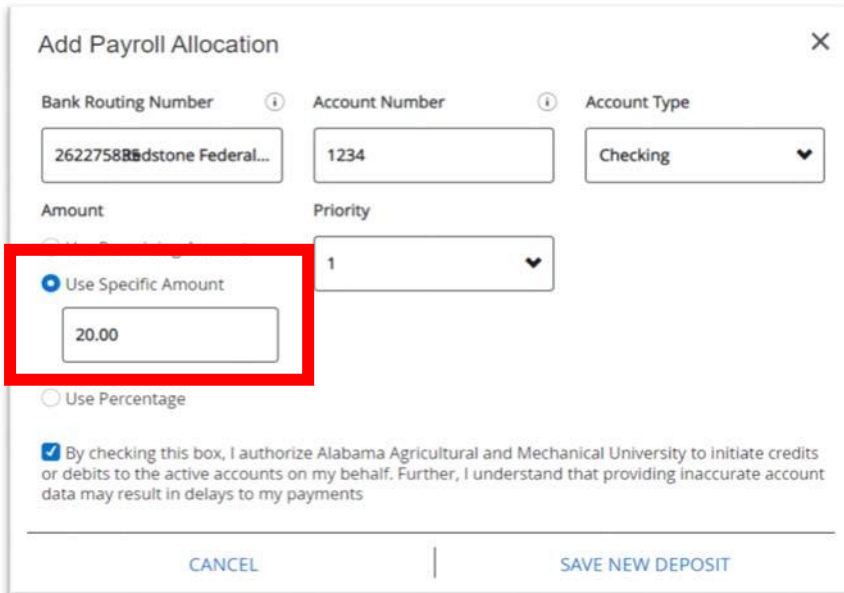
You have not added an Accounts Payable allocation yet. Click "Add New" to add an allocation.

By checking this box, I authorize Aabama Agricultural and Mechanical University to initiate credits or debits to the active accounts on my behalf. Further, I understand that providing inaccurate account data may result in delays to my payments

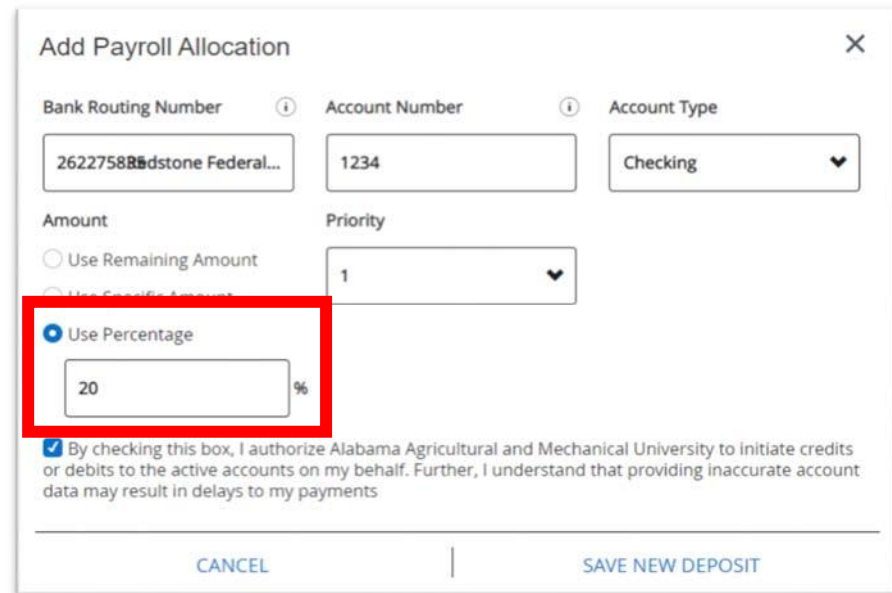
[Cancel Changes](#) [Save Changes](#)

Splitting Payroll Direct Deposit

1. To split your Payroll Direct Deposit, select the options **Use Specific Amount** or **Use Percentage**. **Use Specific Amount** to deposit a specific amount of money into the designated account. **Use Percentage** to deposit a percentage amount of money into the designated account.



The screenshot shows the 'Add Payroll Allocation' form. The 'Amount' section has two radio buttons: 'Use Specific Amount' (selected) and 'Use Percentage'. A text input field next to 'Use Specific Amount' contains the value '20.00'. The 'Priority' dropdown is set to '1'. At the bottom, there are 'CANCEL' and 'SAVE NEW DEPOSIT' buttons. A red box highlights the 'Use Specific Amount' radio button and the '20.00' input field.



The screenshot shows the 'Add Payroll Allocation' form. The 'Amount' section has two radio buttons: 'Use Remaining Amount' and 'Use Percentage' (selected). A text input field next to 'Use Percentage' contains the value '20' followed by a '%' symbol. The 'Priority' dropdown is set to '1'. At the bottom, there are 'CANCEL' and 'SAVE NEW DEPOSIT' buttons. A red box highlights the 'Use Percentage' radio button and the '20%' input field.

2. Enter the specific amount, or the percentage, check the box at the bottom, and select **SAVE NEW DEPOSIT**.
3. To enter the second account information, select **Add New** under the Proposed Pay Distribution again and enter your account information. Use the option **Use Remaining Amount** for this account. This means the remainder of your Payroll will be deposited to this account.
4. After entering your account information, check the box at the bottom and select **SAVE NEW DEPOSIT**.

5. Both accounts information will appear under Proposed Pay Distribution.

| Proposed Pay Distribution | | | | | | | |
|--|----------------|----------------|--------------|-------------|----------|----------------------|-------------------|
| Bank Name | Routing Number | Account Number | Account Type | Amount | Priority | Net Pay Distribution | Status |
| <input type="checkbox"/> Redstone Federal Credit Union | xxxxx5835 | 1234 | Checking ▼ | 20% ▼ | 1 ▼ | \$565.80 | Active |
| <input type="checkbox"/> Redstone Federal Credit Union | xxxxx5835 | 4321 | Checking ▼ | Remaining ▼ | 2 ▼ | \$2,263.20 | Active |
| | | | | | | Total Net Pay | \$2,829.00 |
| <p><i>The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.</i></p> | | | | | | | |

Create an Account – Accounts Payable

What you need: User ID (A number), bank routing number, bank account number and bank account type (checking or savings). Click the “i” next to “Bank Routing Number” or “Account Number” to see a sample check that indicates where the information can be found on your checks.

Savings account routing and accounts numbers may be found on your bank statements or by contacting your bank.

Add Payroll Allocation

Choose an option:

Create from existing account information

Create new

Bank Routing Number *i* Account Number *i* Account Type

Bank Routing Number

Account Number

Select a Type

Amount

Use Remaining Amount

Use Specific Amount

Use Percentage

By checking this box, I authorize Alabama Agricultural and Mechanical University to initiate credits or debits to the active accounts on my behalf. Further, I understand that providing inaccurate account data may result in delays to my payments

CANCEL | SAVE NEW DEPOSIT

See page 8 of this user guide for instructions on setting up a preferred email address so that you can receive notifications when changes are made to your banking information.

1. Select **Add New** under the Accounts Payable Deposit.

Accounts Payable Deposit

[-] Delete [+ Add New

i You have not added an Accounts Payable allocation yet. Click "Add New" to add an allocation.

By checking this box, I authorize Alabama Agricultural and Mechanical University to initiate credits or debits to the active accounts on my behalf. Further, I understand that providing inaccurate account data may result in delays to my

Cancel Changes Save Changes

2. On this page, you have the option to use the same account information as the Payroll deposit, or you can use an alternative account.
3. Select the option **Create from existing account information** to use the same account as the Payroll. Click the down arrow and select from the existing accounts set up, check the box at the bottom, and select **SAVE NEW DEPOSIT**.

Add Accounts Payable Deposit

Choose an option:

Create from existing account information

Select existing account

Redstone Federal Credit Union
Account: 1234

Redstone Federal Credit Union
Account: 4321

SAVE NEW DEPOSIT

Add Accounts Payable Deposit

Choose an option:

Create from existing account information

Redstone Federal Credit Union ...1234

By checking this box, I authorize Alabama Agricultural and Mechanical University to initiate credits or debits to the active accounts on my behalf. Further, I understand that providing inaccurate account data may result in delays to my payments

Create new

CANCEL | SAVE NEW DEPOSIT

- Select the option **Create new** to use an alternative bank account.
- Enter your account information, check the box at the bottom, and select **SAVE NEW DEPOSIT**.

Add Accounts Payable Deposit ✕

Choose an option:

Create from existing account information

Create new

Bank Routing Number Account Number Account Type

By checking this box, I authorize Alabama Agricultural and Mechanical University to initiate credits or debits to the active accounts on my behalf. Further, I understand that providing inaccurate account data may result in delays to my payments

CANCEL | SAVE NEW DEPOSIT

Note: The bank routing number and bank account name overlap. This is not an error and will not prevent you from setting up account information.

- Your account information will appear under the Accounts Payable Deposit. You can only have **one** Accounts Payable account set up at a time.

ⓘ Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Accounts Payable Deposit ⤴

⊖ Delete ⊕ Add New

| Bank Name | Routing Number | Account Number | Account Type | Status |
|--|----------------|----------------|---|--------|
| <input type="checkbox"/> Redstone Federal Credit Union | xxxxx5635 | 1234 | Checking ▼ | Active |

By checking this box, I authorize Alabama Agricultural and Mechanical University to initiate credits or debits to the active accounts on my behalf. Further, I understand that providing inaccurate account data may result in delays to my payments

Cancel Changes Save Changes

Changing Direct Deposit Information

You can make changes to your account type and the amount for your Payroll and **only** the account type for the Accounts Payable deposit. After making changes, check the box at the bottom of the page and then select **Save Changes**.

Proposed Pay Distribution

[Delete](#) [Add New](#)

| Bank Name | Routing Number | Account Number | Account Type | Amount | Priority | Net Pay Distribution | Status |
|--|----------------|----------------|--------------|-------------|----------|----------------------|--------|
| <input type="checkbox"/> Redstone Federal Credit Union | xxxxx5835 | 1234 | Savings ▼ | Remaining ▼ | 1 ▼ | \$2,829.00 | Active |

Total Net Pay: **\$2,829.00**

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Accounts Payable Deposit

[Delete](#) [Add New](#)

| Bank Name | Routing Number | Account Number | Account Type | Status |
|--|----------------|----------------|--------------|--------|
| <input type="checkbox"/> Redstone Federal Credit Union | xxxxx5835 | 1234 | Checking ▼ | Active |

By checking this box, I authorize Alabama Agricultural and Mechanical University to initiate credits or debits to the active accounts on my behalf. Further, I understand that providing inaccurate account data may result in delays to my payments.

[Cancel Changes](#) [Save Changes](#)

Terminating an Account

To terminate an account, either Payroll or Accounts Payable, check the box beside the Bank Name and then select delete. The system will ask if you are sure you want to delete the account, click delete again.

Accounts Payable Deposit Delete Add New

| Bank Name | Routing Number | Account Number | Account Type | Status |
|---|----------------|----------------|--------------|--------|
| <input checked="" type="checkbox"/> Redstone Federal Credit Union | xxxx5835 | 1234 | Checking | Active |

By checking this box, I authorize Alabama Agricultural and Mechanical University to initiate credits or debits to the active accounts on my behalf. Further, I understand that providing inaccurate account data may result in delays to my payments.

[Cancel Changes](#) [Save Changes](#)

⚠ Are you sure you want to delete this Accounts Payable deposit?

[Cancel](#) [Delete](#)

Contact Us

If you have questions regarding Banner Self Service Direct Deposit, you can contact the Comptroller's Office General Accounting department at the following:

Email: GeneralAccounting@aamu.edu

The email subject must include "Direct Deposit" at the beginning.

We are located in Patton Hall Room 105.

Office Hours: Monday – Friday 8:00 am – 5:00 pm