

Direct Deposit Online Instructions

Human Resources and Payroll are pleased to announce that PAC Employee Self Service now includes the ability to set up or change Direct Deposit information.

Faculty & Staff can now add, edit or inactivate their own direct deposit information with immediate impact on their next paycheck. There will no longer be a wait period for direct deposit to take effect.

Just go to the website <https://my.columbia.edu> and click on the link "Log in with your Columbia UNI." After entering your UNI and password, you will be at the page where you can click on the "Faculty & Staff" tab at the top of the page. On the following page, scroll down to the blue bar titled "Faculty & Staff Self Service" and click on the link "View Your Direct Deposit Information".

Faculty & Staff Self-Service

- [View or Change Your Benefits Information](#)
- [View Your Paycheck](#)
- [View Your Direct Deposit Information](#)
- [View Your Tax Information](#)
- [Update Your Personal Information](#)
- [Employee Verification](#)
- [People @ Columbia Guides](#)
- [My W-2](#)

NOTE:

CHECKS ARE DISTRIBUTED TO THE DEPARTMENT AND ARE AVAILABLE FOR PICK UP IN THE FRONT CS OFFICE [RM 450] ON THE FOLLOWING DAYS UNLESS YOU HAVE DIRECT DEPOSIT. I HIGHLY RECOMMEND DIRECT DEPOSIT SO YOUR PAY CHECK IS IMMEDIATELY ACCESSIBLE TO YOU

CHECK PICK-UP DAYS: WEDNESDAYS: 1PM – 4PM & FRIDAYS: 10AM – 4PM

PLEASE ALLOW 1 – 2 WEEKS FOR YOUR APPOINTMENT TO BE ACTIVATED IN THE PAYROLL SYSTEM. AT THAT POINT YOU WILL BE ABLE TO FOLLOW THE ABOVE INSTRUCTIONS TO SET UP DIRECT DEPOSIT.

Please contact the HR Processing Center Help Desk at 212-851-2888 if you need assistance navigating the website, or have any questions.



The direct deposit record is also available from the Payroll & Compensation page accessible via Employee Self-Service:

Payroll and Compensation Home

Payroll



Columbia University Pay Statement

View your current and prior earnings statements on-line.



Direct Deposit

Review and edit your direct deposit accounts.

Taxes



W-4 Tax Information

Review and edit your federal tax withholding exemption and amount.

Once you click on the "View Your Direct Deposit Information" link on the "Faculty & Staff" web page, you will be taken directly to the deposit data record linked *specifically* to your job and personal information records in PeopleSoft:

Note: Select "Add Account" and you will then be able to add your bank information. Refer to illustration to find account and routing info

Direct Deposit

Babs Bunny

Direct Deposit Detail

<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit Order</u>
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Check Example

Add Account

9999

⑆9999999999 ⑆999 999 999⑆ 9999

1

2

- 1 - Routing Number
- 2 - Account Number