



# Use the Multiple Electronic Payroll Direct Deposit System

## How does payroll direct deposit work?

The University of Nebraska offers ALL employees the convenience of **Multiple Electronic Payroll Direct Deposit**. The electronic payroll direct deposit program allows you to have your pay automatically deposited directly into your personal checking or saving account(s). Most financial institutions throughout Nebraska and the United States are in the direct deposit network. Once you sign up for direct deposit, the University will send electronically your deposit amount(s) to your financial institution(s). The University will provide you a pay advice showing the detail of the payroll amounts deposited to your account(s), one or two days before payday. You may add, change, or cancel deposit information by completing a new direct deposit form. You may designate a dollar amount to be deposited into up to three different institutions, as well as, your remaining net pay deposited into a primary institution. Your payroll will be deposited as soon as your direct deposit form is processed by the appropriate campus payroll area.

## There are numerous benefits to the electronic direct deposit of your pay:

- Employees are not limited to Lincoln and Omaha financial institutions
- Quick and extremely convenient
- Deposit(s) will be available to you at the start of your financial institution's business day on payday, even if your account is in another city
- Deposit(s) are made automatically without any effort on your part, after your authorization form has been submitted for processing
- Safety and confidentiality is assured with electronic transfer to your account(s)
- Absolutely no charge to you for this electronic deposit service
- Receive a statement of your earnings and deductions similar to your current payroll stub
- Amount(s) of your direct deposit(s) will appear on the monthly statement you receive from your financial institution
- Know the amount of your deposit(s) before payday because BAYROLL DEPOSIT ADVICE is available to you a day or two before payday
- Start earning interest on your money immediately when electronically deposited to an interest bearing account
- Avoid long lobby and drive-in lines
- No risk of misplacing your check
- Eliminates the possibility of your check being lost or stolen and forged
- Eliminates the need to go out to deposit your check in inclement weather
- Saves postage costs and avoids delays of banking by mail
- Avoids the occasional necessity of cashing full pay checks and carrying large amounts of cash
- Advantage of depositing with four different institutions at the same time
- Withdraw cash from your financial institution(s), at your convenience, since your money is in your account(s) on payday

## With the multiple electronic direct deposit service, your pay will be transferred to your account(s) in all eventualities, even if you are:

- Sick
- On vacation
- Out of town
- Not scheduled to work on payday
- Working off hours

## For more information or questions concerning payroll direct deposit contact:

- UNMC Payroll Office (402) 559-7460

## RETURN COMPLETED FORMS TO:

**UNMC Payroll Office**  
Administration Building  
Zip Code 5000

## Locating Your Bank Routing Number and Checking Account Number

You can find the Bank Routing Number and your Checking Account Number within the string of numbers located at the bottom of one of your checks. If your Account Number is not clearly recognizable, you can identify it by following the steps below.

The numbers at the bottom of your check include a 9-digit Bank Routing Number, your Account Number and the Check Number. You can find your Account Number through the process of elimination. It may be helpful to write the string of numbers down on a piece of paper first. Ignore any special characters when writing out your bank numbers that may look like this:



### Step 1: Find your Bank Routing Number

The first 9 numbers from the left at the bottom of your check are your Bank Routing Number. This number is always 9 digits. Circle these 9 numbers.

TIP: Find the special characters shown at right. The **Bank Routing Number** is between these characters.

### Step 2: Find the Check Number

Locate the string of numbers at the bottom of your check that matches the Check Number in the upper right-hand corner. This number is usually 4 digits, and may include a zero as the first digit. Draw a line through these digits.

### Step 3: Identify the remaining numbers

The numbers that are left - those that are neither the Bank Routing Number nor the Check Number - are your Account Number.

NOTE: If you notice extra zeroes before or after your account number, please include them as part of your account number.

TIP: Find the special character shown at right. Your **Account Number** is directly to the left of this character.

**A.B.A. Routing Numbers for Wisconsin & Iowa Clients**

John Q. Public 123 Main Street Your Town, USA 12345-6789	Date _____	101
Pay to the order of: _____	DOLLARS	_____
Memo _____		
⑆00006789⑆ ⑆2345678⑆ 010⑆		
Routing/Transit Number	Account Number	

**EXAMPLE**