

## *Direct Deposit Information*

<p><b>How do I set up direct deposit <i>ONLINE</i>?</b></p>	<ul style="list-style-type: none"> <li>• Log into the Yale University Portal: <a href="http://www.yale.edu/portal">www.yale.edu/portal</a></li> <li>• Click the 'Home' tab</li> <li>• Locate the 'Student Links' box on the righthand side of the page</li> <li>• Scroll down and click 'My Pay and Info'</li> <li>• Click the 'Direct Deposit' tab</li> </ul>
<p><b>Should I sign up for direct deposit?</b></p>	<p><i>You should sign up for direct deposit if:</i></p> <ul style="list-style-type: none"> <li>• You anticipate working as a student employee for more than a week or two, or in future semesters</li> <li>• You have a stable bank account that you anticipate retaining for the indefinite future</li> </ul>
<p><b>How does direct deposit work?</b></p>	<ul style="list-style-type: none"> <li>• If you sign up for direct deposit, Yale will directly deposit the amount of your paycheck in the account(s) you designate</li> <li>• Once direct deposit is in effect, you will be able to access a statement of your payment details (your pay slip) through the <a href="http://www.yale.edu/portal">Yale University Portal</a></li> </ul>
<p><b>What is the timeline once I have signed up for direct deposit?</b></p>	<ul style="list-style-type: none"> <li>• It takes approximately two weeks from the date you have signed up online for direct deposit to take effect. Expect to pick up 1-2 paychecks before you begin seeing the money directly deposited in your account</li> </ul>
<p><b>How will I know when my direct deposit request has taken effect?</b></p>	<ul style="list-style-type: none"> <li>• You will receive a weekly e-mail informing you that you have been paid. In the e-mail, you will see whether a paycheck is available or the money has been directly deposited.</li> </ul>
<p><b>How do I stop direct deposit or update my bank account information in the event that it changes?</b></p>	<ul style="list-style-type: none"> <li>• If you close or change your account, you must update this information immediately through the <a href="http://www.yale.edu/portal">Yale University Portal</a></li> <li>• If you need to update your account information, log into the <a href="http://www.yale.edu/portal">Yale University Portal</a>, click 'My Pay and Info' under 'Student Links', click the 'Direct Deposit' tab, and click 'Update'</li> </ul>
<p><b>Where can I find my bank account and transit routing numbers?</b></p>	<ul style="list-style-type: none"> <li>• Your account number is located on the bottom of your personal checks. If you do not have a check, contact your bank or access your online banking for this information</li> <li>• Your transit routing number can be found either through your online banking or by contacting your bank</li> </ul>