

Direct Deposit Information

<p>How do I set up direct deposit <i>ONLINE</i>?</p>	<ul style="list-style-type: none"> • Log into the Yale University Portal: www.yale.edu/portal • Click the 'Home' tab • Locate the 'Student Links' box on the righthand side of the page • Scroll down and click 'My Pay and Info' • Click the 'Direct Deposit' tab
<p>Should I sign up for direct deposit?</p>	<p><i>You should sign up for direct deposit if:</i></p> <ul style="list-style-type: none"> • You anticipate working as a student employee for more than a week or two, or in future semesters • You have a stable bank account that you anticipate retaining for the indefinite future
<p>How does direct deposit work?</p>	<ul style="list-style-type: none"> • If you sign up for direct deposit, Yale will directly deposit the amount of your paycheck in the account(s) you designate • Once direct deposit is in effect, you will be able to access a statement of your payment details (your pay slip) through the Yale University Portal
<p>What is the timeline once I have signed up for direct deposit?</p>	<ul style="list-style-type: none"> • 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
<p>How will I know when my direct deposit request has taken effect?</p>	<ul style="list-style-type: none"> • 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.
<p>How do I stop direct deposit or update my bank account information in the event that it changes?</p>	<ul style="list-style-type: none"> • If you close or change your account, you must update this information immediately through the Yale University Portal • If you need to update your account information, log into the Yale University Portal, click 'My Pay and Info' under 'Student Links', click the 'Direct Deposit' tab, and click 'Update'
<p>Where can I find my bank account and transit routing numbers?</p>	<ul style="list-style-type: none"> • 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 • Your transit routing number can be found either through your online banking or by contacting your bank