## Direct Deposit Information

| How do I set up direct deposit **ONLINE?** | • Log into the Yale University Portal: [www.yale.edu/portal](http://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 |
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| Should I sign up for direct deposit? | **You should sign up for direct deposit if:**  
• 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 |
| How does direct deposit work? | • 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 pay able to access a statement of your payment details (your pay slip) through the [Yale University Portal](http://www.yale.edu/portal) |
| What is the timeline once I have signed up for direct deposit? | • 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 |
| How will I know when my direct deposit request has taken effect? | • 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. |
| How do I stop direct deposit or update my bank account information in the event that it changes? | • If you close or change your account, you must update this information immediately through the [Yale University Portal](http://www.yale.edu/portal)  
• If you need to update your account information, log into the [Yale University Portal](http://www.yale.edu/portal), click ‘My Pay and Info’ under ‘Student Links’, click the ‘Direct Deposit’ tab, and click ‘Update’ |
| Where can I find my bank account and transit routing numbers? | • 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 |