

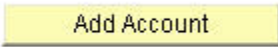
Self-Service Direct Deposit - New users

1. Go to <https://blu.berkeley.edu> and login using your Calnet id and password.
2. In the Self Service menu (top left), click on the Direct Deposit link.

Self Service

[Careers Home](#) ?

[Direct Deposit](#) ?

3. A new Browser window will open up with the Direct Deposit page (if it does not, please temporarily disable your internet browser's pop-up blocker) and try again.
4. Click the "Add Account" button.

5. Enter the bank information. Click the "View Check Example" link if you are uncertain which numbers to enter.
 - Choose Account Type: Checking or Savings
 - Type the bank Routing Number (aka Transit number) (first nine digits in the lower left corner of your check or savings deposit slip).
 - Type your Account Number. (Do not include dashes or spaces. Do not include the check number if using the numbers on a check.)

Direct Deposit

Add Direct Deposit

Joyce Ming100

Note: New bank information is subject to a validation process between Payroll and your bank. A paper check may be issued if this process is not complete by your next pay period.

*Account Type:	<input type="text" value="Checking"/>
Routing #:	<input type="text" value="322271627"/> WASHINGTON MUTUAL INC
New Account #:	<input type="text" value="666666666666"/> View Check Example
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

[Return to Direct Deposit](#)

6. Click the SAVE button when the information has been entered. A confirmation window will appear. Click the OK button to continue.

Direct Deposit

Save Confirmation



The Save was successful.

New bank information is subject to a validation process between Payroll and your bank.

OK



7. Another confirmation window with your new information will appear. The last few digits of the bank account will be masked with **** signs. If you see an error, you can click the Edit button to change the information.

You can also click the "Earnings Statement Print Option" link that allows you to opt-in to get a printed receipt of your direct deposit every month. If you do not select the Printed option (and click SAVE), the default is NO printed receipt of direct deposit.

Direct Deposit

Joyce Ming100



Direct Deposit Detail		
Account Type	Routing #	Account #
Checking	322271627	666666666****

Edit

Delete

Use "Edit" to change your bank information.

[Earnings Statement Print Option](#)

Use "Delete" to cancel Direct Deposit and get paper checks.

[Return to Self Service](#)

8. You have finished entering your direct deposit and can close the browser window.

Reminder: There is a waiting period before your Direct Deposit action takes effect, determined by the payroll system, the entry date of your request and the payroll deadlines. It can take up to a month to set up, so if a payroll payment is generated for you during the verification period, a paper check will be produced and mailed to your department.

NOTE: Direct deposit information for employees is sent automatically to the Berkeley Financial System (BFS). Employees who receive payments/reimbursements from BFS will have those payments deposited by EFT (electronic fund transfer) to the account they set up for Direct Deposit in HCM (except when prohibited from receiving such payments by EFT by policy, e.g. petty cash custodians). Employees who wish to make other arrangements for BFS payments should contact Disbursements at check_eft@berkeley.edu.