

## Direct Deposit Quick Guide

### Setting Up Direct Deposit

- Gemini for Departments > Self Service > Payroll and Compensation > Direct Deposit
- If you didn't set up direct deposit before Payroll's processing deadline, please visit the Office of Budget and Finance at SP2 12.502 to pick up your paper check
  - Hours: Monday - Friday 9am-4pm
  - ID: Comet Card or driver's license

The screenshot shows the 'Self Service' interface with a sidebar on the left containing links: 'View Paycheck', 'Direct Deposit' (highlighted with a hand cursor), 'W-4 Tax Information', 'View W-2/W-2c Forms', and 'W-2/W-2c Consent'. The main content area is titled 'Payroll and Compensation' and 'Direct Deposit'. Under the 'Accounts' section, there is an 'Add Account' button and a message: 'You have not added any direct deposit account information.'

If you only set up one primary account, choose remaining balance

The 'Add Account' form includes a 'Cancel' button at the top left. It has a '\*Nickname' field with 'Wells Fargo' entered. Below this is a 'Bank' section with fields for 'Routing Number' (111000234), 'Account Number' (123456789), and 'Retype Account Number' (123456789). The 'Pay Distribution' section contains two dropdown menus: '\*Account Type' set to 'Checking' and '\*Deposit Type' set to 'Remaining Balance'. The 'Remaining Balance' option in the second dropdown is highlighted in yellow, with a red arrow pointing to it. Another red arrow points to the '\*Deposit Type' dropdown menu.

If you add additional accounts, you may choose amount or percent

**Pay Distribution**

\*Account Type

Savings

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\*Deposit Type

Amount

⌵

Amount

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**Pay Distribution**

\*Account Type

Savings

⌵

\*Deposit Type

Percent

⌵

Percent

20

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