Start, Stop, Change Direct Deposit Instructions

Log into one start [https://onestart.iu.edu/my2-prd/portal/0](https://onestart.iu.edu/my2-prd/portal/0)

Direct Deposit changes made to Monthly paid employee’s accounts by the 10th of the month will be reflected on the paycheck being paid the end of that month. Biweekly paid employee’s direct deposit changes made during off-cycle pay week will take effect with the next biweekly payroll run.

Click on the Services Tab

Click on Employee Center

On this page scroll over until you see Payroll Information tab/direct deposit setup click edit
You will be redirected to the Indiana University Direct Deposit Services Page: Please take a moment to read the information on this and acknowledge receipt of information

**Click on the payroll tab**

You will be redirected to the direct deposit page to begin. **Click on Add Account**

**Enter your Account type (checking or savings) your routing number and account number.**

You will also be asked to designate your deposit type, amt/pct and the deposit order. The deposit type would be amt, pct or balance. If you select amount you would specify a flat amount you want deposited in each account. Percentage you would designate a percentage of your net paycheck to be deposited in each account. Balance would be the amount remaining after all deposits are made. Please note that you must have one account designated as the balance deposit type. (if you only have one account then your deposit type for that account would be balance and the deposit order would be 999). If you choose to add more than one account the aforementioned steps must be processed for each account. (i.e. If you have 3 accounts and you want $50 to go in 2 of the accounts. The deposit type for account one would be amount, the amt/pct would be $50 and the deposit order would be 1. For account two the deposit type would be amount, the amt/pct would be $50 and the deposit order would be 2. For the third account the deposit type would be balance, the amt/pct field would be blank and the order would be 999.) Read and acknowledge the payroll authorization and Make sure you save all changes made to your direct deposit. If you have any questions or require further assistance please contact your campus Human Resources.