Job Aid – Bank Account Set-Up for Direct Deposit

In order to receive reimbursements via direct deposit you must complete a one-time set-up of your personal bank account information in the Expense Management system.

Note: It is strongly encouraged that you utilize direct deposit for reimbursements as you will receive it quicker. However, if you prefer to receive a paper check, you can select this payment method when completing your expense report. Please note that all paper checks will be sent to the employee's <u>campus</u> address.

You can add your bank account information by going to:
- → <u>https://my.rutgers.edu/portal/render.userLayoutRootNode.uP</u> (university portal)
- → My Apps tab
- → Expense Management
- → Travel & Expenses page

And then…

1) <u>Click on Tasks</u>
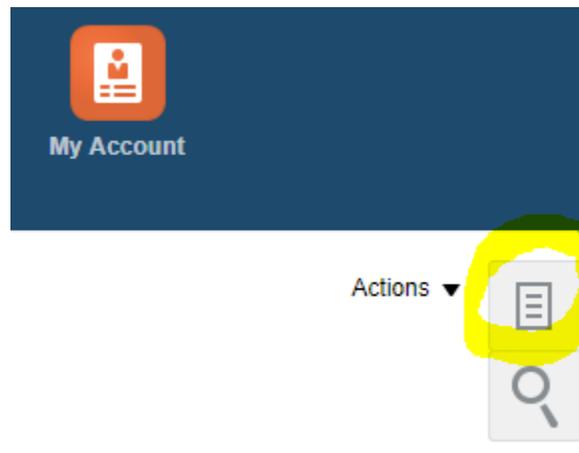
2) <u>Click on Manage Bank Accounts</u>
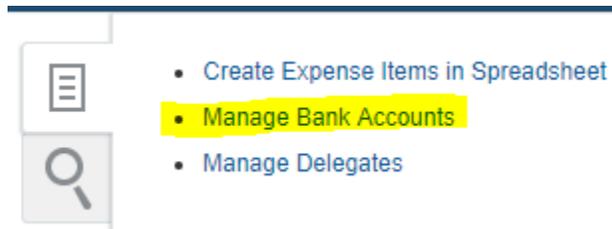
3) <u>Click on the "+"</u>

Manage Bank Accounts

➕ ✓ Primary

Bank of America XX:
United States
Routing Transit Number 02

4) Add the required information and click Save and Close.

Create Bank Account   ✕

* Country	United States ▾
* Account Number	
* Account Type	▾
Check Digit	
Account Holder	
Secondary Account Reference	
Bank	
Bank Branch	
* Routing Transit Number	
BIC Code	
Active	☑

Save and Close   Cancel

If you have multiple bank accounts in the system, you can select the primary account by doing the following:

→ Click on the line for the bank account you would like to select as the primary one *(once selected, the line will be highlighted in blue)*

→ Click on "✓ Primary"

→A "✓" will appear next to that bank account, indicating that it has been set as primary