



Setting up Direct Deposit

****Electronic direct deposit assures that an employee's paycheck is in their checking or savings account on payday even if they are sick or on vacation. Therefore, electronic direct deposit is mandatory for all wage and permanent employees. ****

1. Go to: <https://patriotweb.gmu.edu/>
2. Click: **Login**
3. Enter: **Username and Password**
4. Click: **Login**
5. Click: **(Green and White) Employee Services Tab**
6. Click: **Pay Information**
7. Click: **Direct Deposit Allocation**
8. Click: **Add New Direct Deposit**
9. Enter: **Banking Information in all required fields ***
10. Click: **Save and then, Exit Out**

*Additional assistance is available at 703-993-2600 or at the HR and Payroll office on the 4th Floor of University Hall

RETURN TO MENU | SITE MAP | HELP | EXIT

Update Direct Deposit Allocation

Select a bank name to change an existing record, or select different priorities and the reorder button to change the order of existing records. Enter the bank routing number and account information to add a direct deposit, then choose **Save. Please remember that 100% of your pay must be direct deposited.**

If you have any questions, please call Human Resources and Payroll at 703-993-2600.

Where can I locate my Bank Routing and Bank Account Numbers on my check?

Your Bank Routing and Bank Account Numbers can be located at the bottom of your check. Your Bank Routing Number is the 9 digits between I; and I;, with your Account Number just to the right. Please do not confuse these numbers with your check number. **Your check number should not be included in your submission.** Please review our sample below.

Enter the numbers from the bottom of your check as illustrated below.

1 23456789	1 234567890 123
Bank Routing Number	Bank Account Number

Note: If you get the following error message at the top of this page:

Invalid bank routing number. Re-enter or contact your payroll administration office.
Please confirm the routing number and re-enter.

If you still receive an error, please call Human Resources and Payroll at 703-993-2600.

Setting Up multiple Accounts and Priorities

EXAMPLE -

Allocation:	Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
	Bank 123	123456789	11002233	Savings	1	\$150.00	Active
	Home Bank	987654321	2233446674	Checking	2	Remaining	Active

The priority number determines the order in which the direct deposit is made, with funds deposited into the "priority 1" account first. In the example above, \$150.00 is deposited into the account at Bank 123 and the remaining amount of net pay is deposited into the Home Bank account.

If you are allocating your pay to multiple bank accounts, one of your bank accounts must be set up with the Amount or Percent set as **"Remaining"**; by checking the "Remaining Amount" box. The account with this designation should be set up with the highest priority number.

International ACH Transactions

As announced in the year-end newsletter <http://hr.gmu.edu/announcements/yearendnewsletter2009.pdf> (page 3), the U.S. Treasury's **Office of Foreign Assets Control (OFAC)** has issued requirements, effective September 18, 2009, that impact direct deposit rules. Please see <http://hr.gmu.edu/forms/DirectDepositofPay.pdf> for specific information regarding these changes and to determine if your direct deposit is affected. By updating your direct deposit, you are attesting that you are not transferring your entire pay to a bank in another country.

Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status

* - indicates a required field.

Add Allocation:

Bank Routing Number: *	<input type="text"/>
Account Number: *	<input type="text"/>
Account Type:	Saving <input type="text"/>
Remaining Amount:	<input type="checkbox"/>
Amount or Percent:	<input type="text"/> Percent <input type="text"/>