

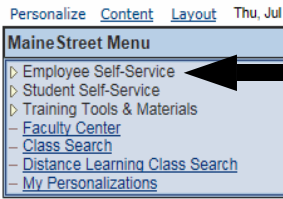
Enrolling in Payroll Direct Deposit

You will be able to enroll in Payroll Direct Deposit once you are able to enter time in MaineStreet.

Please note: Direct Deposit is required for all University of Maine employees

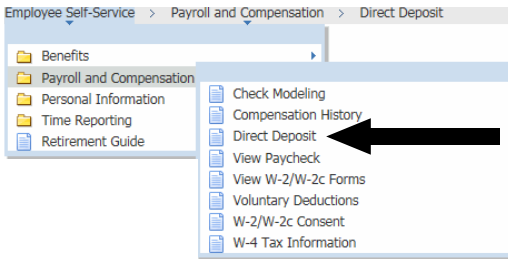
1. Login into MaineStreet (mainestreet.maine.edu)

2.



Click *Employee Self- Service*

3.



Click *Payroll and Compensation*, then click *Direct Deposit*

Direct Deposit

Bananas Bear

4.

Review, add or update your direct deposit information.

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order		
Checking	000000000	0000000000	Percent	100.00%	1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Click *Add Account*

Continued on back

Add Direct Deposit

Bananas Bear

Instructions

Any changes to your Direct Deposit records may result in a prenote process to verify information with your bank. This may cause a payroll check to be issued for at least one pay cycle.

If you have any questions, please contact your Human Resources Department.

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

Choose 'Savings' or 'Checking'

*Deposit Type:

Input '100%' to have your entired paycheck deposited into this account

Amount or Percent:

*Deposit Order: (Example: 1 = First Account Processed)

Click *Submit*

Finding Your Routing and Account Numbers:

YOUR NAME 678 Main Street Anywhere, MI 12345		123
DATE _____		
PAY TO THE ORDER OF _____		\$ <input type="text"/>
_____		DOLLARS
<input type="text" value="1:9998888777"/>	<input type="text" value="1:00123456789"/>	<input type="text" value="1:123"/>
Routing Number	Account Number	Check Number

Both the routing and account number are printed on the lower edge of paper checks as shown above. If you do not have checks for your account, your financial institution can supply you with the routing number.

If you need additional assistance enrolling in payroll direct deposit please contact the Office of Student Employment at 207.581.1349 or student.employ@umit.maine.edu.

Office of Student Employment
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