Enrolling in Payroll Direct Deposit

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

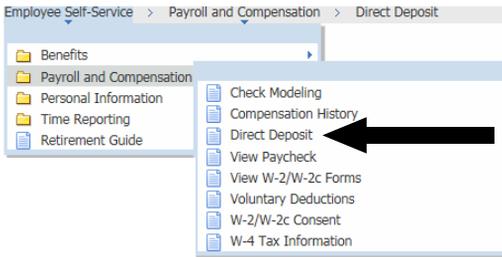Please note: Direct Deposit is required for all University of Maine employeees

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

2.

Personalize   Content   Layout   Thu, Jul

Maine Street Menu

▷ Employee Self-Service
▷ Student Self-Service
▷ Training Tools & Materials
– Faculty Center
– Class Search
– Distance Learning Class Search
– My Personalizations

Click *Employee Self- Service*

3.

Employee Self-Service > Payroll and Compensation > Direct Deposit

📁 Benefits
📁 Payroll and Compensation
📁 Personal Information
📁 Time Reporting
📄 Retirement Guide

📄 Check Modeling
📄 Compensation History
📄 Direct Deposit
📄 View Paycheck
📄 View W-2/W-2c Forms
📄 Voluntary Deductions
📄 W-2/W-2c Consent
📄 W-4 Tax Information

Click
Payroll and Compensation,
then click
Direct Deposit

4.

Direct Deposit

Bananas Bear

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	Edit	Delete

Add Account

Click
Add Account

Continued on back

5.

Direct Deposit

Add Direct Deposit
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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:	Savings ▼	← Choose 'Savings' or 'Checking'
*Deposit Type:	Percent ▼	
Amount or Percent:	100.00	← Input '100%' to have your entired paycheck deposited into this account
*Deposit Order:	2 (Example: 1 = First Account Processed)	

[Submit] ← Click *Submit*

Finding Your Routing and Account Numbers:

YOUR NAME
678 Main Street
Anywhere, MI 12345   DATE _____

PAY TO THE
ORDER OF _____ $ [   ]

_____ **DOLLARS**

⑈999888777⑈ ⑈001234556789⑈ ⑈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.