

Updating your Direct Deposit

- Log in to My.Northeast
- [Employee Tab](#)
- [Pay Information](#)
- [Direct Deposit Allocation](#)
- [Update Direct Deposit Allocation](#)
- Select the Bank Name of the account you'd like to update or add a new account under Add Allocation
- Enter all required fields
- If entering more than one account, you can select the percentage/amount to go into the first one and then click the remaining amount checkbox for the second account
- Please select the Payroll Deposit **AND** the Accounts Payable Deposit checkboxes (All Accounts Payable/Travel Reimbursements are now required to be direct deposit)
- Enter your Social Security Number
- [Save](#)

My.Northeast

Personal Information Student Faculty Services **Employee** Finance

Search Go

Employee

Time Sheet
 Leave Report
 Request Time Off
 Benefits and Deductions
 Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.
 Pay Information
 Direct deposit allocation, earnings and deductions history, or pay stubs.

Pay Information

Direct Deposit Allocation

Direct Deposit Allocation

The following accounts are listed in the order in which your pay will be distributed.

Pay Distribution as of Oct 31, 2018

Bank Name	Routing Number	Account Number	Account Type	Net Pay	Distribution
[Redacted]					

Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution	Payroll Accounts Payable
[Redacted]							

[Update Direct Deposit Allocation](#)

* - indicates a required field.

Add Allocation:

Bank Routing Number: *

Account Number: *

Account Type:

Remaining Amount:

Amount or Percent: Amount

Payroll Deposit:

Accounts Payable Deposit:

Verify SSN: *

[Save](#)

Select percent or amount.

Make sure both Payroll and Accounts Payable are checked

NAME ADDRESS CITY, STATE ZIP 0123
 01-2345/6789

DATE: _____

PAY TO THE ORDER OF _____ \$

_____ DOLLARS

BANK NAME ADDRESS CITY, STATE ZIP

FOR _____

⑆0 ⑆ 234 56 78⑆ 0 ⑆ 234 56 78 90 ⑆ 23⑆ 0 ⑆ 23

Bank Routing Number Bank Account Number Check Number