Quick Reference:
Direct Deposit

STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.

STEP 2
Navigate to Self Service > Payroll and Compensation > Direct Deposit.
Important Information: When adding or editing account information, be sure to designate one account as your primary account by selecting Deposit Type “Balance of net pay.” If you fail to do so, the system will convert the account with the highest Deposit Order value to Deposit Type “Balance of Net Pay.”

STEP 3
Click OK to authorize Direct Deposit setup.

STEP 1 (Add Account)
Click Add Account to add account information.
STEP 2 (Add Account)

Enter the requested information in the Your Bank Information and Distribution Instructions sections. (See sample check below.) Click Submit.
Editing an Account

**STEP 1 (Edit Account)**
Click the pencil icon to change account information.

**STEP 2 (Edit Account)**
Enter the requested information in the Your Bank Information and Distribution Instructions sections.
Click Submit.
**Removing an Account**

**STEP 1 (Remove Account)**
Click the trash can icon next to the account you wish to remove.

**STEP 2 (Remove Account)**
Click Yes - Delete to confirm removal of the account.