

# Direct Deposit Self-Service Instructions for Payroll

STEP 1: Log into InsideTrack <https://insidetrack.oci.yu.edu> and then click on the Employee (tab) on the top left menu.

STEP 2: Scroll to Self-Service Links (Banner) (top right of page) and then click on the "General Self-Service" hyperlink.

STEP 3: Select Direct Deposit.

STEP 4: On the upper part of the Direct Deposit Allocation page is the current Pay Distribution set-up. This section would have a list

STEP 5: Input the requested information . The Bank Routing Number is always 9 digits and is typically on the bottom-left of your check. The Account Number is usually right after the routing number (see check sample). Do NOT include the check number (which matches the number on the top-right of the check).

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2. If you get an error message when inputting your Routing Number, reach out to [payrollservices@yu.edu](mailto:payrollservices@yu.edu) so that the routing number can be established in the system's bank validation table.
3. You must give your account the proper Account Type of "Checking" or "

- Updates to Amount or Priority fields in existing accounts on status will take effect in the next pay