

## How to Set Up Direct Deposit Using TitanConnect Self Service

Log into your TitanConnect account

- Click on TitanConnect Self Service (located in the center of the page mid-way down)
  - Click on either the Employee link or the Employee tab
    - Click on the Pay Information link
      - Click on the Direct Deposit Allocation link
        - Click on the Update Direct Deposit Allocation link (mid page)
- Enter your bank account information using the fields below.

\* - indicates a required field.

**Add Allocation:**

Bank Routing Number: \*

Account Number: \*

Account Type:

Remaining Amount:

Amount or Percent:

Payroll Deposit:

Accounts Payable Deposit:

[Direct Deposit Allocation](#)

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- If entering more than one account, enter the smallest distribution first (i.e., \$25.00 to savings).
  - Check only one box per entry—either Payroll OR Accounts Payable/Student Refunds (note: only one account allowed for Accounts Payable/Student Refunds).
  - For the largest distribution (if entering multiple accounts), check the “Remaining Amount” box or enter 100 for the percentage amount, as this will ensure that all remaining dollars will go to an account rather than produce a paper check.
  - Remember to click the Save button after all information has been entered.
- To edit information that has already been saved, click on the name of the bank, and it will allow you to do so.
    - If you change your mind and want to delete that bank’s information, click on the name of the bank and then check the Inactivate box just below your account information and then click Save.
  - To review your pay information as entered, click on the Direct Deposit Allocation link (center of page) for summary information.

As a final step, please feel free to contact the Payroll Department to ensure your information saved successfully or ask any questions you may have. Our telephone number is (313) 993-1036.