

Direct Deposit

Setting up Direct Deposit

1. Go to the BYU home page (<http://www.byu.edu>)
 2. Enter myBYU by entering your NETID and Password
 3. Select Direct Deposit under the "work" heading
 4. Select Payroll Deposit
 5. Select "Add Account" if this is the first time you are setting up direct deposit, press OK
 6. Select "Account Type "(checking or savings; not broker, investment, or specialty accounts)
 7. Type in your routing number (the 9 digit number on the bottom of your checks.) Please call your financial institution if you aren't sure what your routing transit number is
 8. Type in your account number (not credit, or debit card number, do not use dashes)
 9. Click "Save"
- For a second bank, choose "Add Account" and follow the same steps. You will be required to indicate a specific dollar amount only.
 - If you are changing an existing account, do not add a new account, select "Edit" and enter a new routing and account number.

Viewing your paycheck

1. Go to the BYU home page (<http://www.byu.edu>)
2. Enter myBYU by entering your NETID and Password
3. Select the "View Paycheck" under the work heading