

## **Enrolling in the Payroll Direct Deposit Program**

Direct deposit is a safe, simple and convenient way to receive your pay.

- You will never have to waste time standing in line at the bank to deposit or cash your pay check
- There are no worries about mail delays, lost checks or missing your check while on vacation
- Your net pay is immediately available the morning of pay day

You may sign up for direct deposit on-line at [my.umdnj.edu](http://my.umdnj.edu).

Go to the Banner Self-Service box and click on Employee Services.

Within Employee Services navigate as follows:

- Select Pay Information
- Select Direct Deposit Information/Update
- Select Add/Change Direct Deposit
  - Enter Bank Routing Number
  - Enter Bank Account Number
  - Select Account Type (checking or savings)
- Click on Save

If you have any questions, please call the Payroll Office at (732) 235-9207.