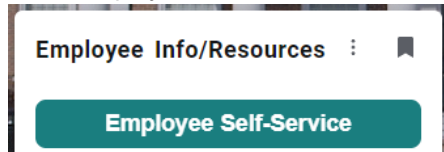# Direct Deposit
Quick Reference Guide

All Coastal Carolina University employees are required to enroll in direct deposit.
If an employee does not enroll, net pay will be deposited to a pay card.

To access your direct deposit information, navigate to https://myccu.coastal.edu/

Go to Employee Self Service:

Employee Info/Resources ⋮ 🔖

Employee Self-Service

Then select Banking Information:
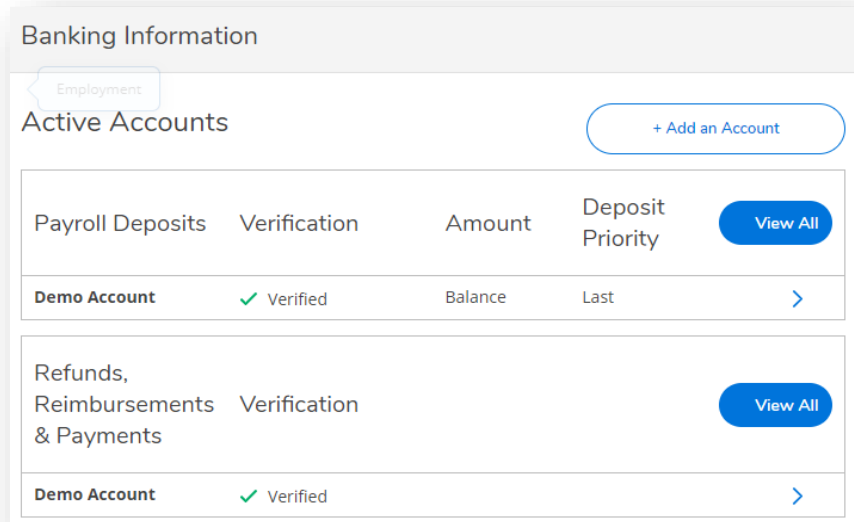
🏛 **Banking Information**
Here you can view and update your banking information.
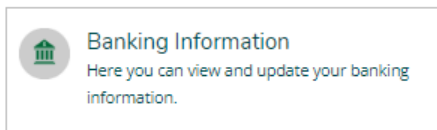
If you have an account on file,
it will be viewable.

If you need to enroll,
Click "+Add an Account".

Banking Information

Employment

Active Accounts   (+ Add an Account)

Payroll Deposits	Verification	Amount	Deposit Priority	
Demo Account	✓ Verified	Balance	Last	**View All** ＞

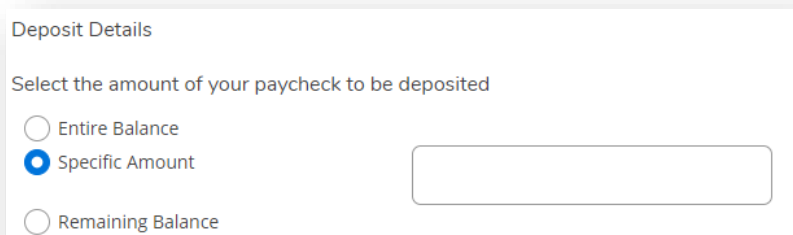| Refunds, Reimbursements & Payments	Verification			
Demo Account	✓ Verified			**View All** ＞

To ADD an account, click the +Add an Account button.
If an account is on file, that account number will need to be entered to proceed.

(+ Add an Account)

New Deposit   Add a Bank Account

Bank Account Usage

Payroll Deposit	🔵 Activate		Refund, Reimbursement & Payment Deposit	🔵 Activate
Effective Date	8/6/2021		**Effective Date**	8/6/2021
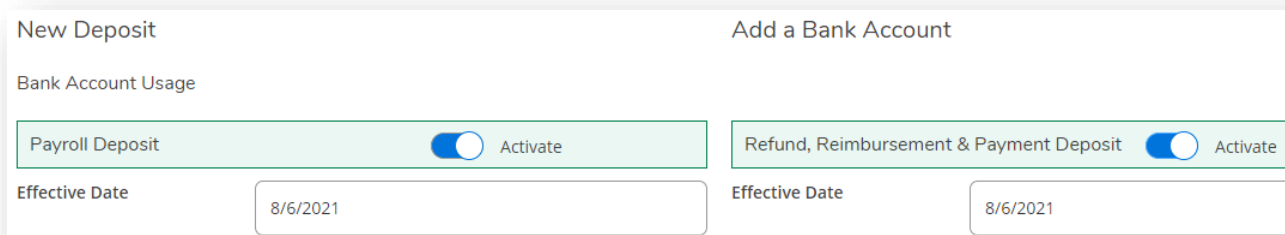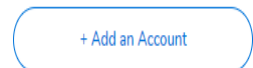
Use the toggle buttons to Activate a new account for Payroll and/or Accounts Payable (Reimbursements).
The effective date will default to the current date but can be future dated if needed.

Using the radio button, select the deposit details.
If a specific amount is selected and additional account needs to selected for the remaining balance.

Deposit Details

Select the amount of your paycheck to be deposited

○ Entire Balance
● Specific Amount   [   ]
○ Remaining Balance

Enter Account Information:

Edit Bank Account Details

New Account

Account Nickname

New Account

Country of Bank

United States

Routing Number *

ⓘ

View sample check image ⓘ

Bank Account Number *

ⓘ

View sample check image ⓘ

Re-enter Bank Account Number *

ⓘ

View sample check image ⓘ

Account Type

Checking ⌃

Checking

Savings

☐ I agree to the terms and conditions

Back | Submit

Fill in the fields:

Account Nickname

9-digit routing number ⚠ If you receive the error, "Unable to confirm routing number", please send an email to payroll@coastal.edu with the Bank Name and Routing Number. Payroll will add it to our database.

Account number

Re-enter Account number

Select account type from the drop down

Read and check box to agree to the terms and conditions.

Click Submit. You will receive an email notification after adding or editing direct deposit accounts.

Additional Information

Verification: When a new account is added, it will be flagged as "Not Verified". This indicates Payroll will need to send a zero deposit to that account overnight to confirm the account validity. Once the zero deposit is sent, the account will be checked as Verified.

Payroll Deposits	Verification
New Account	⚠ Not Verified
Demo Account	✓ Verified

Deleting an Account: To delete the balance account simply add a new account and select "Remaining Balance". This will end the prior balance account.
To end a flat dollar account, populate today's date in the End Date field. If the account has fraud, contact payroll@coastal.edu to ensure no deposits are scheduled or have been sent to a compromised account.

Priorities: If multiple accounts are set up for Direct deposit, the Deposit Priority can be resorted by clicking on any of the accounts then using the v and ^ arrows. If the balance account is changed to a flat dollar deposit, another account must be selected as the Balance account.

Deposit Priority

Savings Account	1	⌄
New Account	2	⌃
Demo Account	Balance	🔒