



## Help the Payroll Office GO GREEN!

**Direct Deposit is the way to go! It saves paper and time!**

We are encouraging employees to sign up for Direct Deposit of Payroll via Employee Self-Service.

With 6 simple steps you can sign up for Direct Deposit for Payroll...  
Direct Deposit of Payroll via the Mercy Connect – Employee Self – Service Instructions

Accessing and updating Direct Deposit via Employee Self-Service:

Log in to the Mercy Connect: <http://connect.mercy.edu>

- Employee Information Center link on the left menu panel
- Access Self-Service
- Employee
- Pay Information
- Update Direct Deposit Allocation

To Add an Account: Enter:

1. Bank Routing number (*The 9 digits preceding your account number*)
2. Account Number
3. Account Type
4. Percent or Amount allocation (**Note: New Account set up enter 100 Percent allocation**)
5. Select > Payroll Deposit
6. Click > Save

### Signing up:

All new records will have a status of pre-note, and will take effect the next available pay period, (4 week timeframe during the pre-notification process with the bank).

### Processing Time:

Adding a new account will take effect the next available pay period. (4 weeks timeframe during the pre-notification process with the bank)

### Terminating Direct Deposit:

Termination of an account will take effect the next pay period. The interim paycheck will be mailed to your home (PR) address on file if active accounts are pre-noted.

#### To Terminate an Account number:

After logging the system > Select Self-Service Update for Direct Deposit

- Click the Bank Name to be terminated (Listed under Payroll Allocation)
- Select "Inactive" to terminate a direct deposit
- Click > Save

If you have any questions, please contact the Payroll Department at:

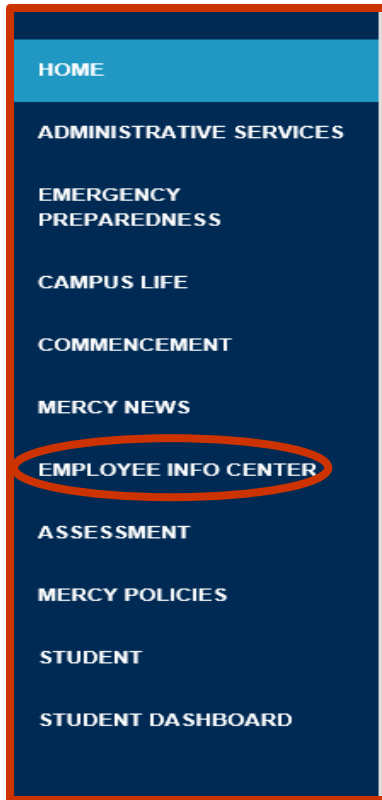
**Phone:** 914-674-7882/914-674-7883

**Email:** [payrolldept@mercy.edu](mailto:payrolldept@mercy.edu)

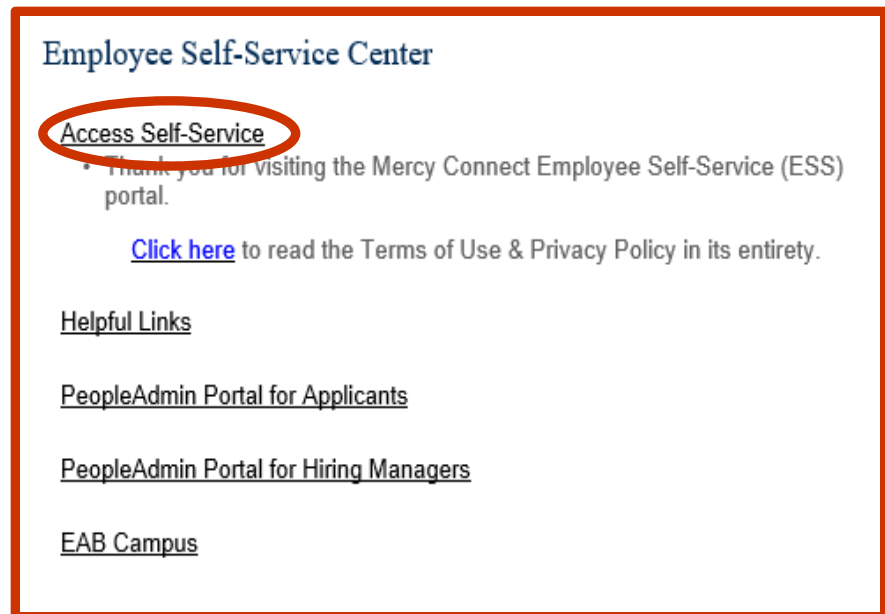
Thank you for helping **Mercy College GO GREEN!**

## Setting up Direct Deposit Screenshots

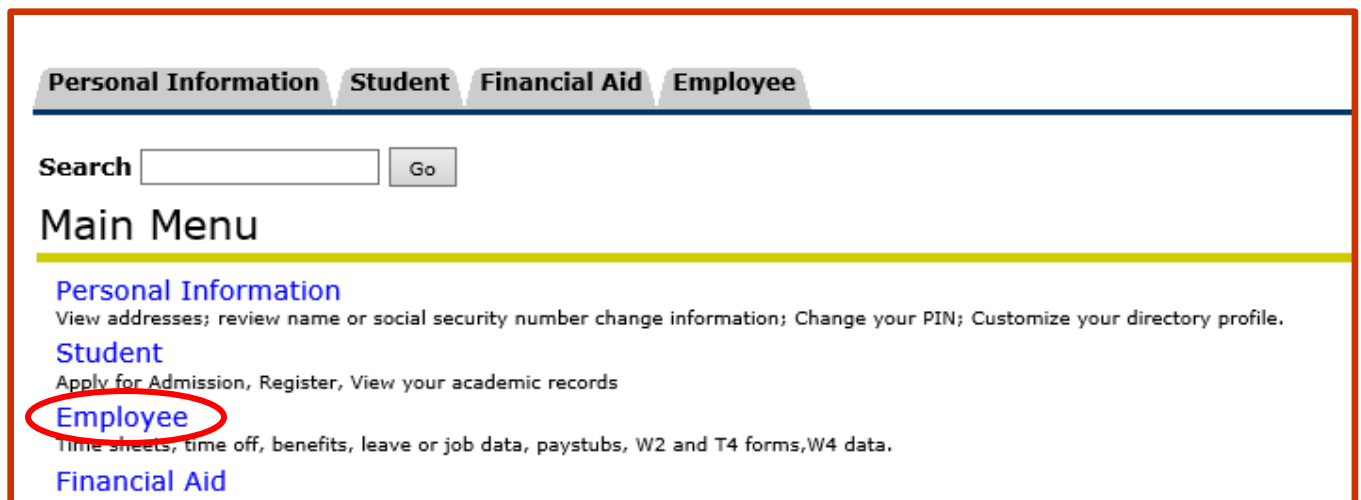
Step 1:



Step 2:



Step 3:



Step 4:

**Personal Information** **Student** **Financial Aid** **Employee**

Search

## Employee

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- [Banner timesheets](#)
- [Leave Report](#)
- [Request Time Off](#)
- [Electronic Personnel Action Forms \(EPAF\)](#)  
Utilized when issuing one-time payments to Faculty & Staff employees (FT and PT).
- [Benefits and Deductions](#)  
Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.
- [Pay Information](#)  
Direct deposit allocation, earnings and deductions history, or pay stubs.
- [Tax Forms](#)  
W4 information, W2 Form.
- [Jobs Summary](#)
- [Leave Balances](#)
- [Faculty Load and Compensation](#)
- [eAcknowledgements](#)  
Policies and Employment Related Acknowledgements ...
- [Update Addresses and Phones](#)  
Update Addresses and Phones

Step 5:

**Personal Information** **Student** **Financial Aid** **Employee**

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## Pay Information

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- [Direct Deposit Allocation](#)
- [Earnings History](#)
- [Pay Stub](#)
- [Deductions History](#)
- [Earnings by Positions](#)
- [Update Direct Deposit Allocation](#)

## To Add an Account:

**Add Allocation:**

**Bank Routing Number: \***

**Account Number: \***

**Account Type:**  ▼

**Remaining Amount:**

**Amount or Percent:**   ▼

**Payroll Deposit:**

**Accounts Payable Deposit:**

## Terminating Direct Deposit:

**Personal Information** **Student** **Financial Aid** **Employee**

Search   [RETURN TO MENU](#)

### Update Bank Account

Select Inactivate to stop a direct deposit, select an Account Type to change, or enter a different Amount or Percent, then select Save.

**Bank Name:** Jpmorgan Chase Bank

**Bank Routing Number:**

**Account Number:**

**Inactivate:**

**Account Type:**  ▼

**Remaining Amount:**

**Amount or Percent:**   ▼

**Payroll Deposit:**

**Accounts Payable Deposit:**