

Quick Reference Guide for Direct Deposit

1. Banking Information You Need To Begin

- Bank Name; Bank Transit Number (also known as routing number); Bank Account Number; and Account Type.
- For multiple accounts: Order net pay will be distributed between the accounts; dollar or percentage for deposit into each account; and the account where any remaining net pay will be deposited.

2. Login

<http://hr.vanderbilt.edu/> and select C2HR

You will need a VUNetID and e-Password to log in.










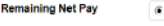


Click on Direct Deposit link (right side of screen).

Direct Deposit






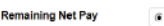


Click on Continue at bottom of screen.

Continue




3. Single/Multiple Account Set Up

1. Enter Bank Transit Number; 
2. Enter Account Number and select Account Type;  Account Type: Checking Savings
3. Review information entered  for corrections;  if no other accounts; or  to add another account.
4. If only one account and it is correct – confirm; if not correct – edit the necessary information   and set up is done.
5. After all accounts have been entered for more than one account, need to prioritize accounts 
6. Enter amounts or percentages for each account (use whole dollars and percentages) 
7. One of the accounts must be selected for Remaining Net Pay 
8. If correct – confirm; if not correct – edit the necessary information  

4. Already set up with 1 Direct Deposit Account & want to add another account?

1. After clicking on continue in the Direct Deposit Screen, it will list your current Direct Deposit Account. At the bottom, click 
2. Enter Bank Transit Number; Account Number and select Account Type for this direct deposit account
3. Review information entered and add another account or continue to next screen  
4. After last account is added, need to prioritize accounts 
5. Enter amounts or percentages for each account (use whole dollars and percentages) 
6. One of the accounts must be selected for Remaining Net Pay 
7. If correct – confirm; if not correct – edit the necessary information  

5. Remove account or stop all direct deposit

- Remove account no longer being used for Direct Deposit  
- To stop Direct Deposit to all account(s) click on 

6. Example of Account Priority

Employee wants to deposit net pay into 3 accounts - \$100 to savings account, \$200 to X Bank checking account and the remaining amount to Y Bank checking account. For this example, the employee wants the first \$200 to go to the X Bank checking account (this would be Priority 1), the next \$100 to go to the savings account (this would be Priority 2) and the remaining amount would be Y Bank checking account (this would be Priority 3) with remaining net pay selected for this account.