

# Direct Deposit

## Enroll in Direct Deposit

1. Click [View/Update Direct Deposit](#) to enroll in and manage direct deposit for payroll and accounts payable.
  - o Login with your NetID and password.
  - o Click on “Add New” in the *Proposed Pay Distribution* section to enroll in direct deposit for payroll payments.

The screenshot shows the 'Add Payroll Allocation' form in the Oakland University SAIL system. The form is a modal window with a close button (X) in the top right corner. It contains the following fields and options:

- Bank Routing Number:** A text input field with an information icon (i).
- Account Number:** A text input field with an information icon (i).
- Bank Name:** A text input field.
- Account Type:** A dropdown menu with the text 'Select a Type'.
- Priority:** A dropdown menu with the value '1'.
- Amount:** Three radio button options: 'Use Remaining Amount' (selected), 'Use Specific Amount', and 'Use Percentage'.
- Authorization Agreement:** A checkbox followed by a detailed text block explaining the terms of the agreement, including NACHA rules and the university's right to initiate deposits.
- Buttons:** 'CANCEL' and 'SAVE NEW DEPOSIT' at the bottom.

- o Click on “Add New” in the *Accounts Payable Deposit* section to enroll in direct deposit for payments for refunds of excess financial aid, dropped classes that were made by cash AND/OR reimbursements for student organization-related expenses.

The screenshot shows the 'Add Accounts Payable Deposit' form in the Oakland University SAIL system. The form is a modal window with a close button (X) in the top right corner. It contains the following fields and options:

- Bank Routing Number:** A text input field with an information icon (i).
- Account Number:** A text input field with an information icon (i).
- Bank Name:** A text input field.
- Account Type:** A dropdown menu with the text 'Select a Type'.
- Authorization Agreement:** A checkbox followed by a detailed text block explaining the terms of the agreement, including NACHA rules and the university's right to initiate deposits.
- Buttons:** 'CANCEL' and 'SAVE NEW DEPOSIT' at the bottom.