

# Using Self Service Banking Information

Ellucian’s Self Service, a part of WebAdvisor, provides employees and students the opportunity to add, change or delete personal banking information which allows for electronic funds transfers for direct deposit paychecks and accounts payable reimbursements.

**\* Please note, having direct deposit account set up does not mean you have an Accounts Payable reimbursement account set up. Even if you are using the same bank account.**

Self Service is accessible via WebAdvisor. As a link titled “Self Service Banking Info”. Students can access the link under “Financial Information” and employees can access it under “Employee Profile”. After clicking on the link, the user will then go directly to the Banking Information screen.

The Banking Information page displays current information about the user’s payroll and accounts payable direct deposit items, if any already exist. This page also shows the name given to the direct deposit or accounts payable account, whether or not the account has been verified, the amount that is to be sent to the account and the priority of the deposit.

Banking Information

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Active Accounts + Add an Account

**i** If you already have a Payroll Account that you want to use for Refunds, Reimbursements and Payments, add an account and turn OFF the payroll account since it already exists.

Payroll Deposits	Verification	Amount	Deposit Priority	
Checking Account	Verified <span style="color: green;">✔</span>	Balance	Last	<a href="#">View All</a>

Refunds, Reimbursements & Payments      Verification [View All](#)

**i** You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.

## **ADDING A NEW ACCOUNT**

When accessing the Banking Information screen, the user has the ability to add a new account for use with direct deposit, accounts payable, or both.

The screenshot shows the 'Banking Information' section of a user interface. At the top, there is a header 'Banking Information'. Below it, a section titled 'Active Accounts' contains a yellow '+ Add an Account' button. A light blue information banner states: 'If you already have a Payroll Account that you want to use for Refunds, Reimbursements and Payments, add an account and turn OFF the payroll account since it already exists.' Below this is a table with two sections: 'Payroll Deposits' and 'Refunds, Reimbursements & Payments'. The 'Payroll Deposits' section has columns for 'Verification', 'Amount', and 'Deposit Priority', with a 'View All' button. It lists a 'Checking Account' with 'Verified' status (green checkmark), 'Balance' amount, and 'Last' deposit priority. The 'Refunds, Reimbursements & Payments' section has a 'Verification' column and a 'View All' button. A second light blue information banner at the bottom states: 'You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.'

To add an account, the user should click on the “Add an Account” button in the upper right part of the page. If the user has an account in the system already, then they will have to confirm that number before being allowed to add any new account information.

The screenshot shows a dialog box titled 'Confirm your bank account number'. It displays 'Checking Account' and 'Account Ending: ...0358'. Below this is a 'Bank Account Number' label and an empty input field with a light blue border and a small 'i' icon on the right. A message below the input field reads: 'You must confirm a pre-existing account number to continue.' At the bottom, there are two buttons: 'Cancel' and 'Confirm'.

Once the account is confirmed, the user will need to determine which type of account they wish to add.

## Banking Information

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New Deposit Add a Bank Account

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Bank Account Usage

Payroll Deposit <span style="float: right;">OFF</span>	Refund, Reimbursement & Payment Deposit <span style="float: right;">OFF</span>
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Cancel Next

The user can click on the 'sliders' to turn on or off the different account options. On the left is the Payroll direct deposit, and on the right is the accounts payable account for refunds or reimbursements. When the sliders are turned on, the user will be asked for more information on the account.

## Banking Information

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New Deposit Add a Bank Account

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Bank Account Usage

Payroll Deposit <span style="float: right;">ON</span>	Refund, Reimbursement & Payment Deposit <span style="float: right;">ON</span>
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Effective Date:

End Date:  No end date  End on:

Effective Date:

The upper part of the screen will show the usage information. Each deposit type has an effective date field to be entered. The payroll direct deposit side also has a field for an end date. The user can choose no end date or enter a date when the new account will no longer be active for direct deposit use.

If the user chooses to add a payroll direct deposit account, then another section will open in the bottom of the screen.

The screenshot shows a form titled "Deposit Details". Under the heading "Select the amount of your paycheck to be deposited", there are three radio button options: "Entire Balance", "Specific Amount", and "Remaining Balance". The "Specific Amount" option is selected, and next to it is a red-outlined input field containing the number "1". Below this, under the heading "Deposit Priority", there is a table with two rows. The first row is highlighted in yellow and contains "New Account", "1", and a lock icon. The second row is greyed out and contains "Checking Account", "Balance", and a lock icon.

Deposit Priority		
New Account	1	🔒
Checking Account	Balance	🔒

For Payroll direct deposits, the user selects whether they want a specific amount to be sent to the new account or for the entire balance to be sent. The user can also choose if they want this account to be the account that gets any remaining balance that is not deposited to other accounts.

For Accounts Payable a user can have only one account. Any account that is currently active will be replaced.


Once all items on the screen have been completed, the user should click on the Next button to proceed with the entry of the 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 \*



Account Type 

Checking

Terms and Conditions 

*I agree to the terms and conditions*

Cancel

Save

When adding a new account, the user will need to give the account a nickname. If the country of the bank is not in the United States, the country field should be updated. The user also needs to enter the routing number of the bank, the account number (twice), and then choose the account type. Once all the information is in, the user must click on the “I agree to terms and conditions” box. To read the terms and conditions, if they are not visible, the user can click on the arrow next to the Terms and Conditions title. Once everything is completed, the user should click on the save button to continue.

The new account will be seen on the screen as ‘Not Verified’.

Active Accounts					<a href="#">+ Add an Account</a>
<b>i</b> If you already have a Payroll Account that you want to use for Refunds, Reimbursements and Payments, add an account and turn OFF the payroll account since it already exists.					
Payroll Deposits	Verification	Amount	Deposit Priority	<a href="#">View All</a>	
New Account for Testing	Not Verified ⚠	\$150.00	1	›	
Checking Account	Verified ✓	Balance	Last	›	
Refunds, Reimbursements & Payments	Verification			<a href="#">View All</a>	
New Account for Testing	Not Verified ⚠			›	

Any new accounts will not be used until they are verified by Payroll or Accounts Payable. Once they are verified, the user will see this updated on the main Banking Information page.

## **DELETING AN ACCOUNT**

If the user wishes to delete, or turn off, an account, they can do this by clicking on the account nickname on the main screen or on the screen that is opened by clicking on the View All button. A user cannot delete an account that is set as the remaining balance account for payroll by this method.

### Bank Account Usage

**Payroll Deposit** ON

**Verification** Verified

**Effective Date** 10/30/2017

**End Date**  No end date  
 End on:

To stop an account from being used, the user can either put an end date on the account or click on the 'slider' and change its value from 'On' to 'Off' and then click Save.

### Banking Information

[Financial Information](#)

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New Account for Testing Account # ...8753

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### Bank Account Usage

**Payroll Deposit** OFF

For payroll deposits, when the account list is returned, the account will still show in the current accounts list for the remainder of that day. When the 'slider' is turned to 'Off', the system puts the current date in the end date field which allows that account to remain active until the following day. For accounts payable accounts, the account will be immediately removed. Any payables account can be deleted at any time.

In order for a user to delete the remaining balance payroll account, an existing account used for a partial deposit can be switched to entire balance or remaining balance, or a new account can be created for the remaining balance. Once an existing or new account is designated to receive the remaining balance, the active remaining balance account will be ended. The old account information will have an end date of the day before entered and will not be accessible by the user. Any further changes to the now inactive

& deleted account will require the user to create a new account using the same information or the user will have to contact the payroll department.

If a user wants to terminate all accounts for Payroll direct deposit, they will need to go to the Payroll office as this cannot be done through Self Service.