



University Human Resources

Payroll Services

1 W. Prentiss St.
Iowa City, Iowa 52242
319-335-2381
hr.uiowa.edu/payroll

ENROLL IN DIRECT DEPOSIT

BEFORE YOU BEGIN

1. Verify your identity and boost security: Set up Two-Step Login with the Duo Mobile app.
 - a. its.uiowa.edu/duo
2. Gather your financial information.
 - a. Routing number.
 - b. Account number.
3. Have your HawkID and password ready.
 - a. Look up your Hawk ID: hawkid.uiowa.edu

HOW TO ENROLL

1. Login to Employee Self-Service using your HawkID and password.
 - a. hris.uiowa.edu
2. Select Time & Pay > Direct Deposit (Requires Two-Step Confirmation).
 - a. Two-Step Login with Duo Mobile must be active in order to set up direct deposit.
 - b. Up to three financial accounts are allowed.
3. Check the box that indicates you have read and agree to the direct deposit statement.



Attention:

- **Deadline for changes:** 12:00 noon, four business days prior to the payday.

Authorization

- I hereby authorize The University of Iowa to initiate ACH credit/or debit entries to my financial institution(s) listed below, including reversing entries to correct any erroneous transactions.
- I agree to hold The University of Iowa harmless for any delay, loss of funds, or overdraft charges due to incorrect or incomplete information supplied by me or by my financial institution, or due to an error on the part of my financial institution in processing the entries.
- This agreement shall be effective on the next payroll-processing window and remains in force until The University of Iowa receives notice of cancellation/change via submission of a new form by me or by a notification of change by my financial institution(s). The University of Iowa must receive cancellation or change requests at least 4 business days prior to the next payment date.
- In the event I receive a payment outside the normal payroll cycle, the payment will be deposited among my accounts in the same manner as my regular paycheck.

Checking this box indicates that I have read and agree to the above: ☐ Required

4. Carefully read and answer the foreign bank account question.

Compliance

- To comply with International ACH Transaction (IAT) rules, you must notify The University of Iowa if ACH- disbursed funds are being transferred from a United States financial institution to a financial institution in another country.
- The particular rules are pursuant to requirements of the Office of Foreign Assets Control. In order for The University of Iowa to comply with the IAT rules and the applicable United States laws, you must answer the following question:

With respect to the electronic payment(s) you will receive from the University of Iowa:

- ☐ No, I will NOT transfer the full amount to a foreign bank account.
☐ Yes, I will transfer the full amount to a foreign bank account.

5. Enter Transit #, Account #, and Account Type.
 - a. Please ensure your account information is entered correctly.
 - b. If you're setting up one account, select "Balance Account."
 - c. If you're setting up multiple accounts, you must have a Balance Account. The other accounts can either have a dollar or percentage amount (not both).

➔ EXAMPLE CHECK

Memo

080989430 0014409843 1436

Routing/Transit Number Account Number

➔ DIRECT DEPOSIT FORM

Effective Date (mm/dd/yyyy)	Transit #	Account #	Account Type	Balance Account*	Amount	%	Action
01/31/2024	012345678	012345678	Checking	<input checked="" type="checkbox"/>	\$ 0	0	%

*Note: if you want all of your pay to go to one account check the balance account box and do not enter a percent.

Add 1 Account

Add 2 Accounts

6. Save your information.

Direct Deposit

Direct Deposit Current Information



Your transaction was successful.



To ensure the security of your financial data, we only display partial account numbers.

Questions? Contact Payroll Services.

Email: payroll-services@uiowa.edu

Phone: 319-335-2381