



PROVIDENCE  
COLLEGE

# Direct Deposit

## Electronic Enrollment via Employee Self Service (ESS) in CyberFriar

Providence College uses direct deposit for payroll checks. Direct deposit is a consistently reliable and confidential way to have your earnings electronically transferred into an account at the financial institution of your choice. Providence College employees have the ability to direct payroll earnings into an unlimited number of checking and savings accounts through CyberFriar using Employee Self Service (ESS).

### Benefits of Direct Deposit

- ✓ Eliminate the worry of having to pick up your check during holiday breaks or emergency College closures
- ✓ The process to replace a check can take up to 3 days for lost or misplaced checks
- ✓ Checks can become stale dated if uncashed for a long period of time
- ✓ Your money is electronically deposited into your account and available to you on pay day
- ✓ You have the ability to split your Direct Deposit among different accounts and/or different banks
- ✓ The Payroll Staff can easily add your bank if it is not listed
- ✓ Hard copy checks do not offer the same convenience as electronically directed funds
- ✓ You are helping the Environment by going Green

### 5 Simple Steps to setup Direct Deposit

1. Login to CyberFriar <https://cyberfriar.providence.edu>
2. Select Employee Services
3. Select Pay Information
  - a. Direct Deposit Allocation or
  - b. Update Direct Deposit Allocation
4. Complete the following fields:
  - a. Bank Routing/ABA Number
  - b. Account Number **\*\*DO NOT USE NUMBER ON ATM CARD\*\***

- c. Account Type – Checking or Savings
    - d. Check off “Remaining Amount” or set up for a dollar amount or a certain %
- Note: One of the accounts must be “remainder” or 100%**
5. Check the box for **Payroll Deposit** then click Save and you will see your new account information listed at the top. Please verify that it is correct. **If any of the information is incorrect, your money will not be deposited into your account and you will be contacted by the Payroll department. All new and changes to existing direct deposits will take 1-2 pay cycles to become active depending on timing of setup.**

Any questions, contact a member of the Payroll Department  
 401-865-2289 Andrea Bellisle, Payroll Services Manager  
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