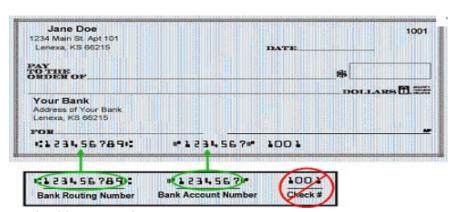# Direct Deposit
Electronic Enrollment via Employee Self Service (ESS) in CyberFriar

Providence College offers direct deposit as a reliable and confidential way to have your earnings electronically transferred into an account at the financial institution of your choice. You can set up an unlimited number of checking and savings accounts. **Funds are available to you on or before payday depending on the bank.**

To set up Direct Deposit

- Login to CyberFriar https://cyberfriar.providence.edu
- **Employee Services** – will bring you to the **Employee Dashboard**
- In the **Pay Information** section, click on **Direct Deposit Information**. All current direct deposit allocations will be displayed.
- In the **Proposed Pay Distribution** section (DO NOT USE ACCOUNTS PAYABLE SECTION), click **Add New** and complete the following sections:
  - **Bank Routing Number** (Confirm Bank Name when it appears) – **If the Bank Routing Number does not appear, contact the Payroll Department to add it**.
  - **Account Number** - enter account number **DO NOT USE NUMBER ON ATM CARD**
  - **Verify Account Number –** enter account number

  - **Account Type** – Checking or Savings
  - **Priority** – Select from drop down. The "Remaining Amount" should be the highest priority
  - **Amount** - Click radio button **"Use Remaining Amount", "Use Specific Amount"** or "**Use Percentage**"
    - **Note: One of the accounts must be "remainder" or 100%**
  - **Please verify that all information is correct**. **Incorrect information will result in your money not being deposited into your account and will be returned to the College.**
  - Click on box **– "By checking this box, I authorize the institution to initiate direct credits or debits on my behalf".**
  - Click **Save New Deposit**
  - Your new account information will be displayed in the **Proposed Pay Distribution** section.

To delete or change an existing direct deposit

- **Delete Direct Deposit** - Click box on line of direct deposit you want to delete
  - Click **Delete** on **Proposed Pay Distribution** line and question will pop up – "**Are you sure you want to delete the selected Payroll deposits?"** Click **Delete**
- **Change Direct Deposit** - Click box on line of direct deposit you want to change
  - In the **Amount** box, click on the drop-down arrow and change the direct deposit amount
  - Click on box below that states – "**By checking this box, I authorize the institution to initiate direct credits or debits on my behalf".**
  - Click **Save Changes**

Any questions, contact a member of the Payroll Department