# Setting Up Direct Deposit

## What Is Direct Deposit?

Direct deposit is a safe and effective way for Johns Hopkins to electronically transfer your paychecks into your bank account.

If you have direct deposit, this means that your paycheck will be deposited directly into your checking and/or savings account. You won't receive a paper check in the mail.

## What Are the Benefits of Direct Deposit?

- **Quicker Access** — You can access your money more quickly when you use direct deposit. With direct deposit, your paycheck will be electronically deposited on your pay date. If you don't have direct deposit, you have to wait for your check to arrive in the mail, and this can sometimes be delayed.

- **More Convenient** — With direct deposit, there's no need to take a trip to the bank to deposit your check or spend time uploading your check using a bank app. And if you have a bank account and direct deposit, you won't have to pay check cashing fees.

- **More Secure** — With direct deposit, you don't have to worry about your check being lost in the mail or possibly stolen.

- **More Environmentally Friendly** — If you use direct deposit rather than getting a paper check in the mail, you'll be helping to preserve our forests, use less water, and conserve energy. It's a very environmentally friendly approach to getting paid!
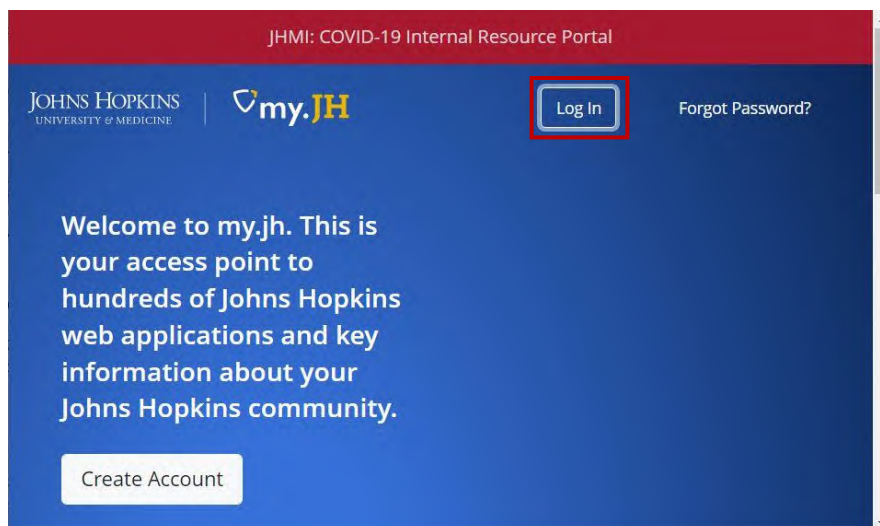
## How Do I Set Up Direct Deposit?

To set up direct deposit, you need to have the routing number and account number for the bank account that you want to deposit your paychecks into. You can find these numbers on your personal checks.
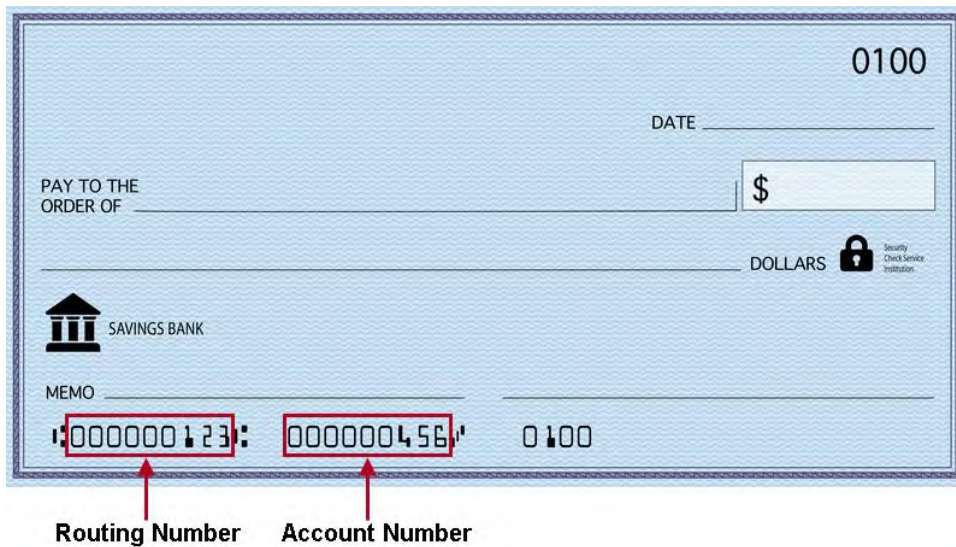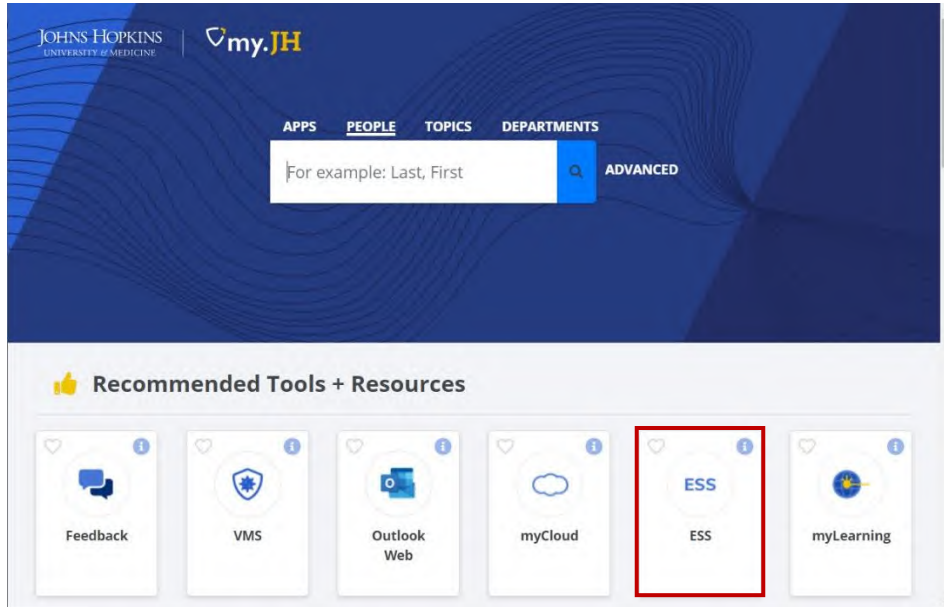


Once you've gathered this information, follow these steps:

1. Navigate to my.jh.edu.

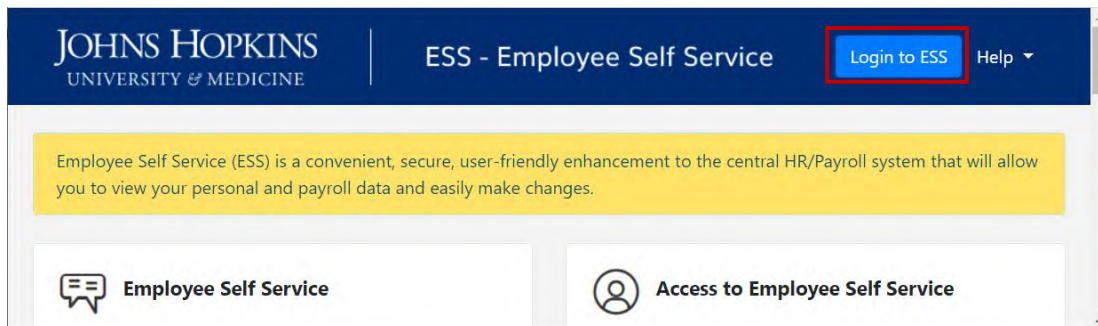2. Click the **Log In** button to log in to the website.

3. Once you're logged in, click the **ESS** icon to navigate to the Employee Self Service website.



**Note:** If you don't see the ESS icon near the top of your screen, click the "HR" menu bar, and then click the ESS icon.

4. Click the **Login to ESS** button to log in to the Employee Self Service website.

5. Once you're logged in to the Employee Self Service website, click the **Payroll Information** link.
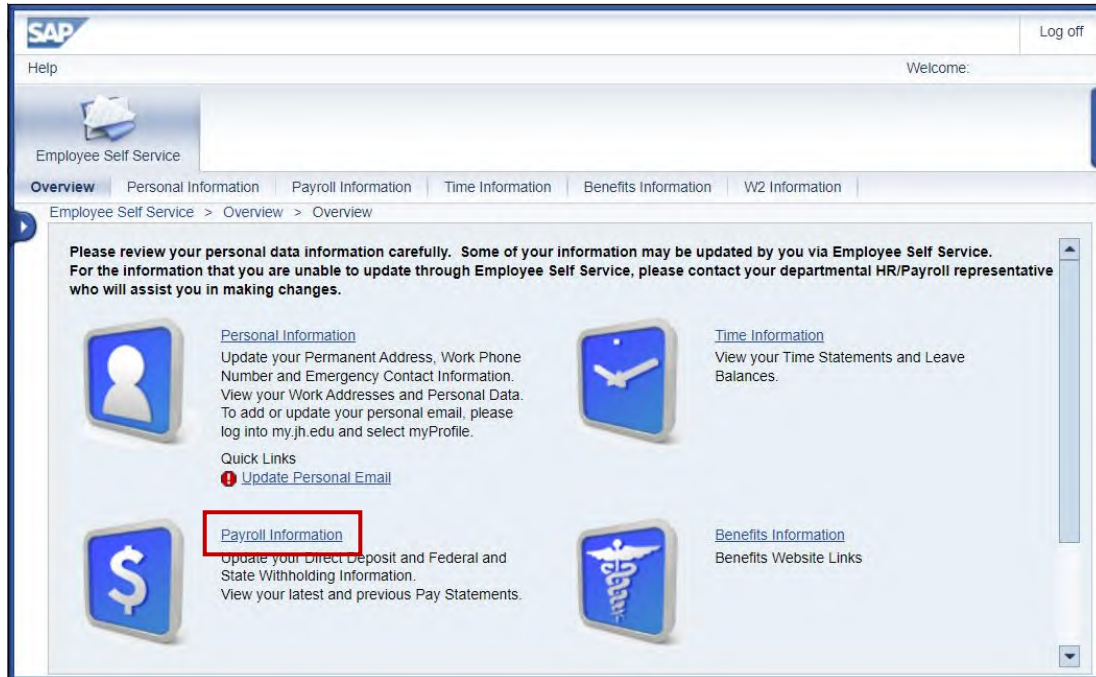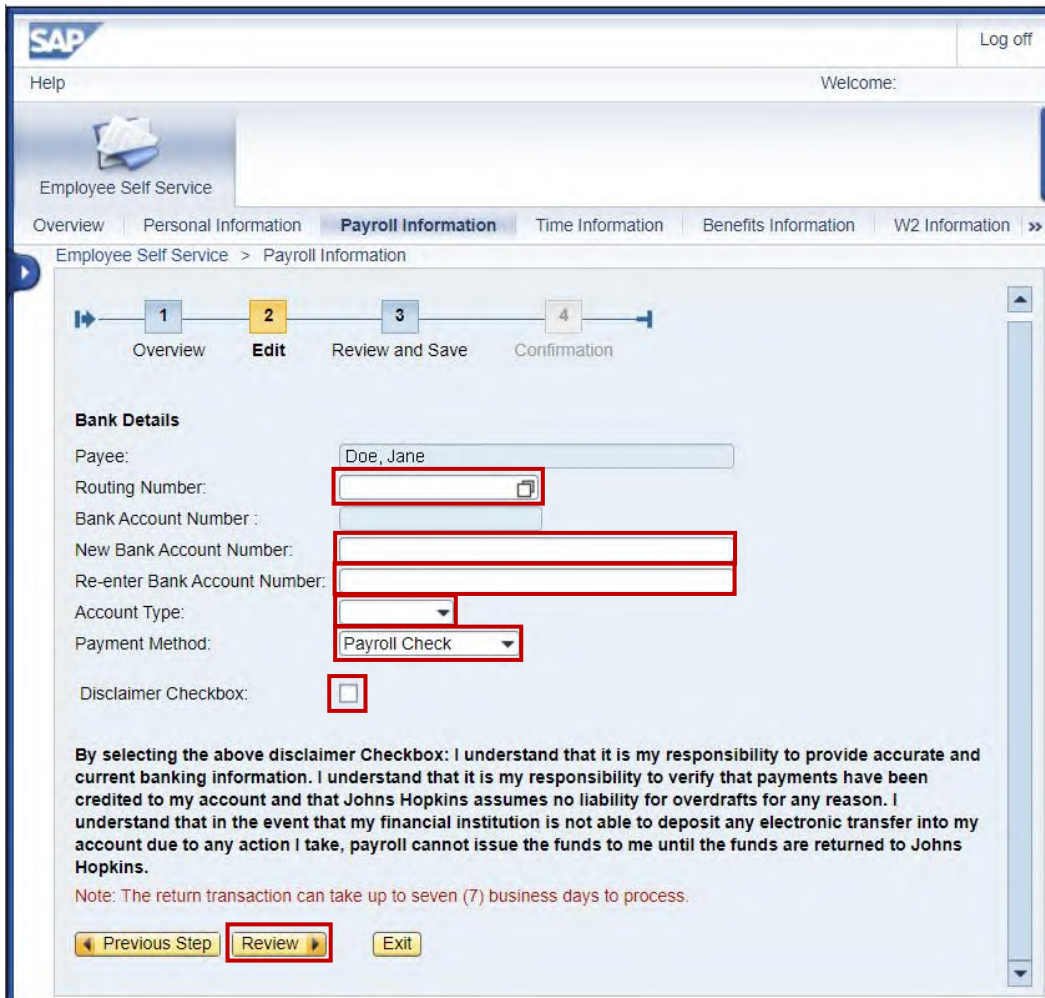


6. Then click the **Direct Deposit** link.

7. Click the **Edit** button.

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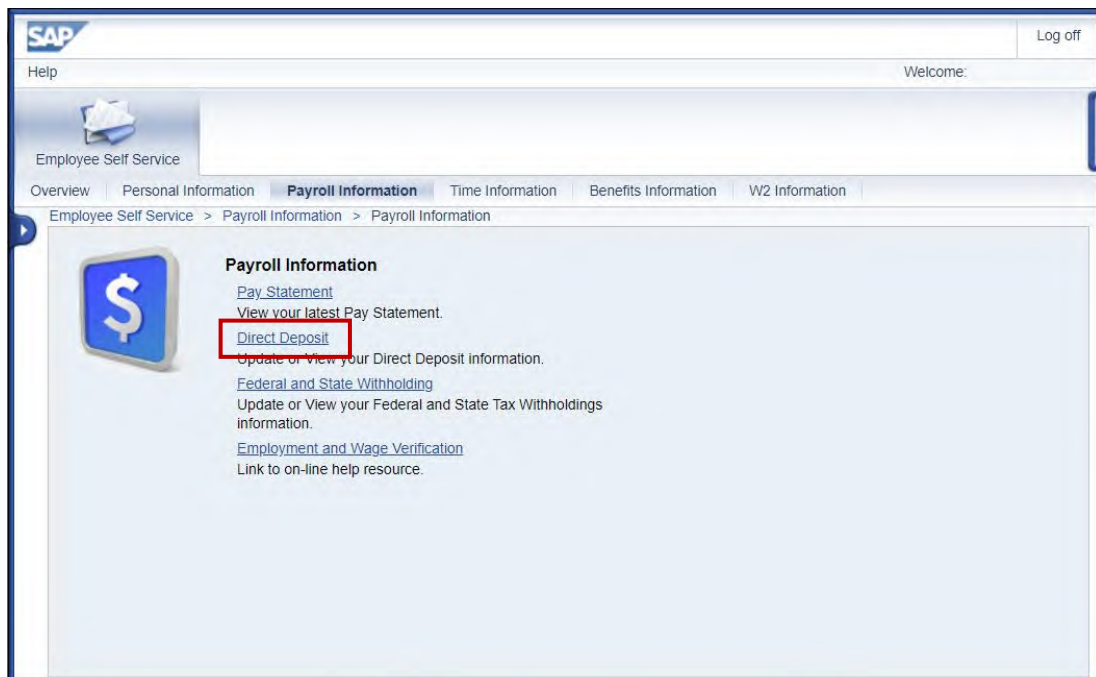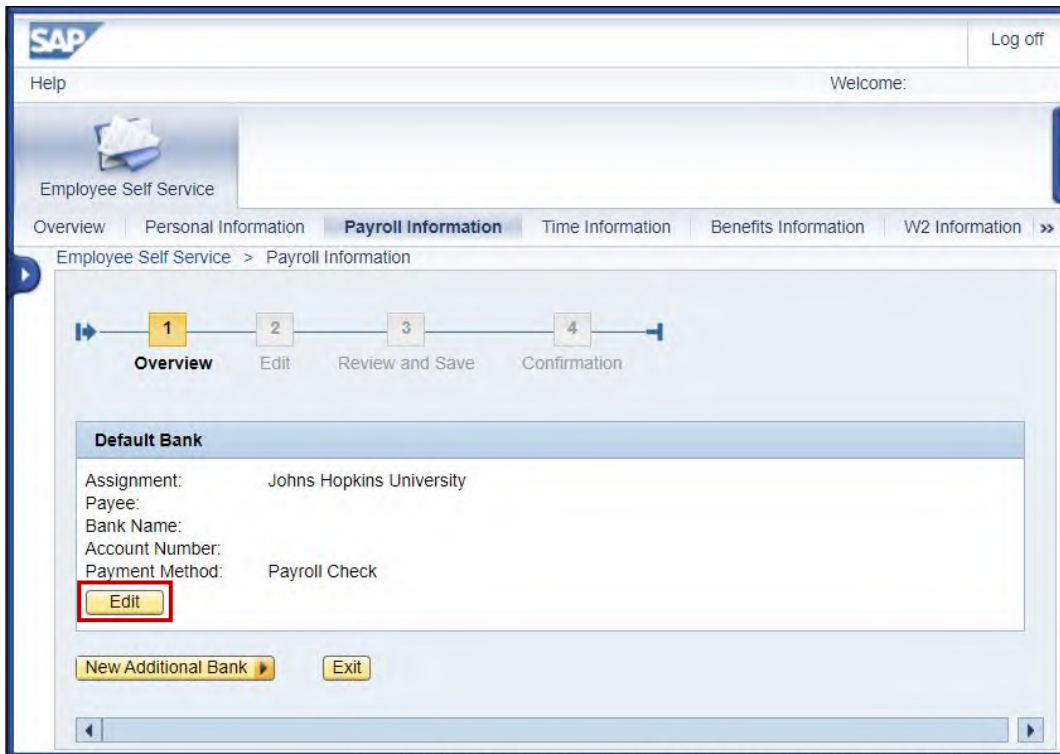
8. Enter the required information:
- Enter your **routing number** in the Routing Number field.
- Enter your **account number** in the New Bank Account Number field.
- Re-enter your **account number** in the Re-enter Bank Account Number field.
- Select your **account type** from the Account Type drop-down menu. (Select either "checking" or "savings.")
- Select **"Payroll Direct Deposit"** from the Payment Method drop-down menu.
- Read the paragraph at the bottom of the screen. If these conditions are acceptable to you, check the **Disclaimer Checkbox**.

And then click the **Review** button.

9. Finally, click the **Save** button.

## Adding Another Account

Would you like part of your paycheck to be direct deposited into one bank account, and part of it to be direct deposited into a second bank account? No problem! You just need to add information about the second bank account. Follow these steps:
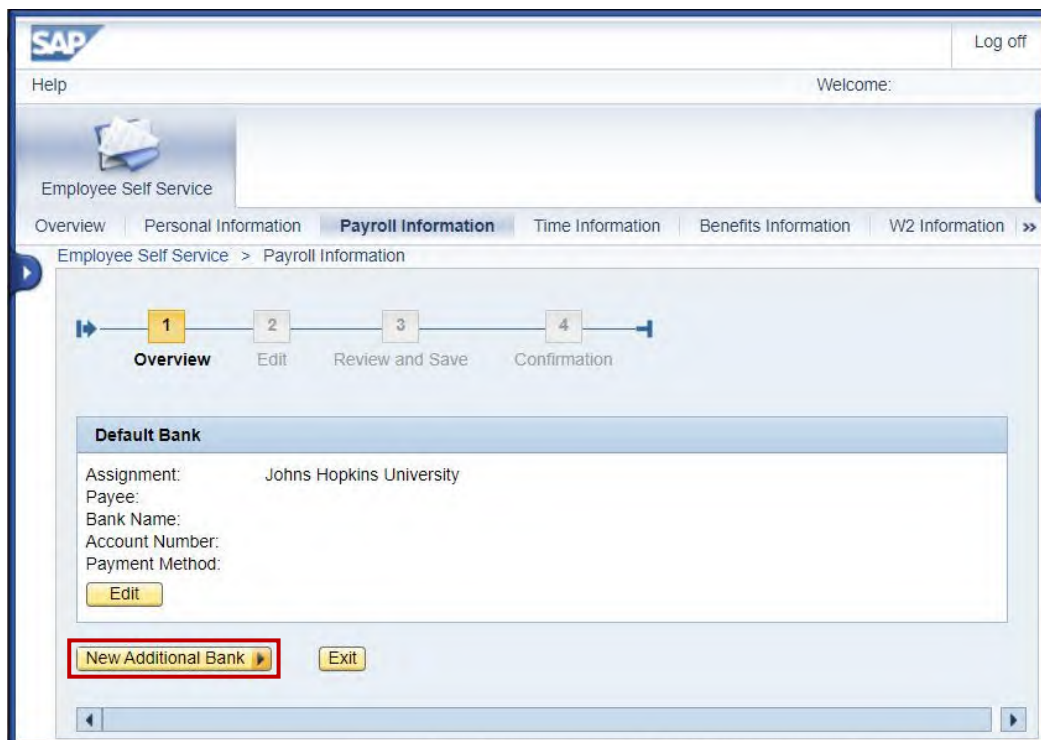
1. Log in to the Employee Self Service website. Then click the **Payroll Information** link.
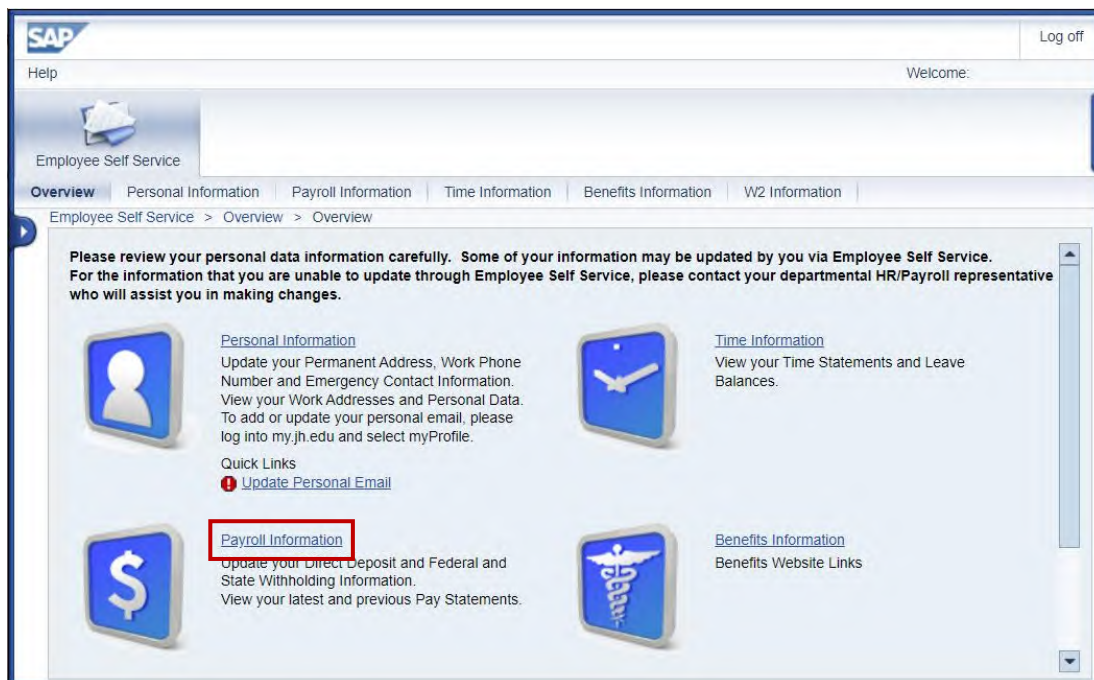
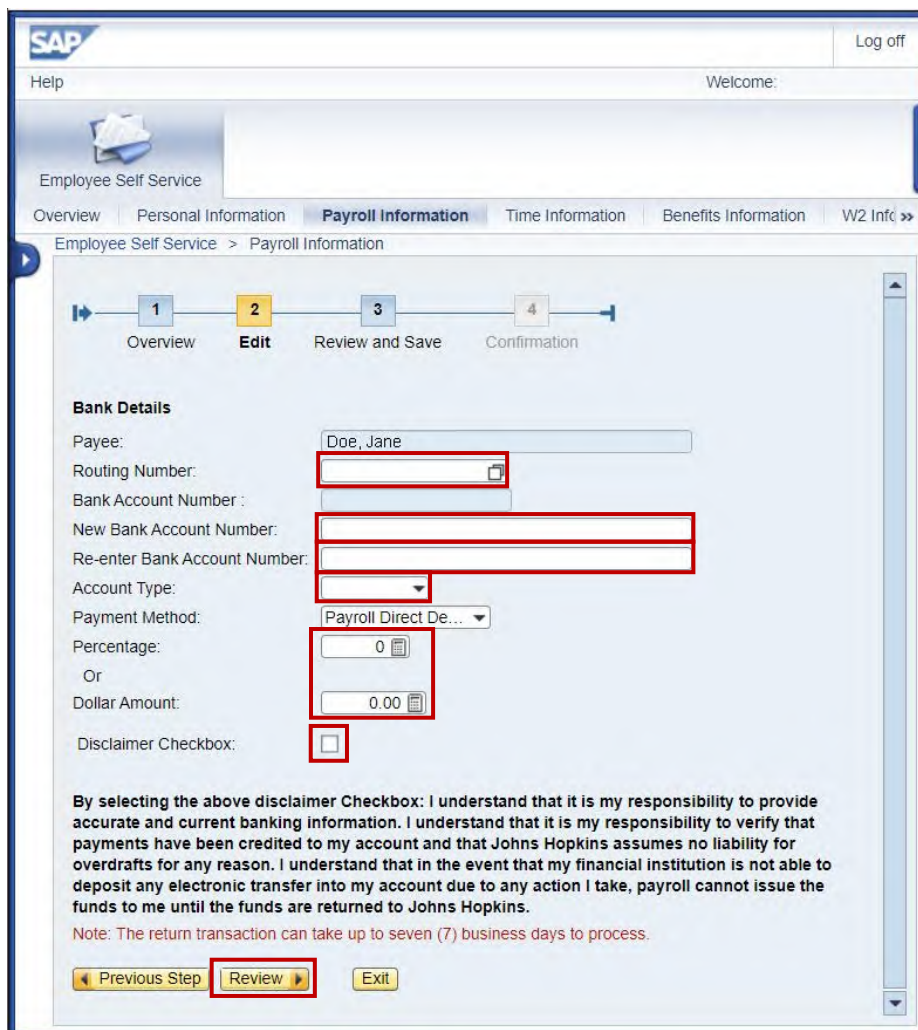2. Click the **Direct Deposit** link.
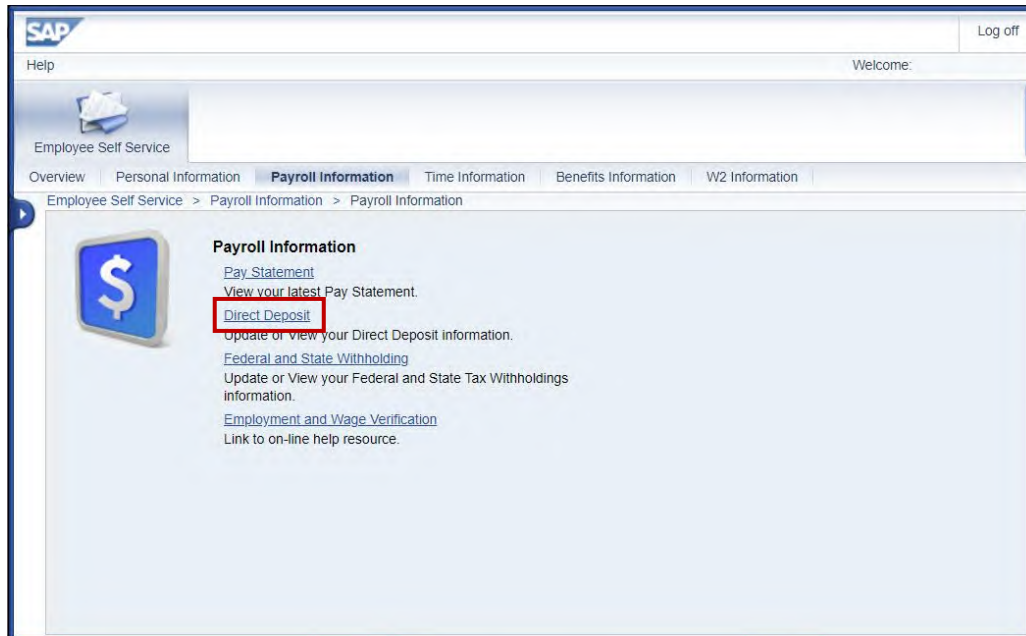


3. Click the **New Additional Bank** button.

10. Enter the required information:
   - Enter the **routing number** for the second account in the Routing Number field.
   - Enter the **account number** for the second account in the New Bank Account Number field.
   - Re-enter the **account number** for the second account in the Re-enter Bank Account Number field.
   - Select your **account type** from the Account Type drop-down menu. (Select either "checking" or "savings.")
   - Indicate the amount that you'd like to be deposited in this second account. You can do this by entering a **percentage** of your paycheck or a certain **dollar amount**.
   - Read the paragraph at the bottom of the screen. If these conditions are acceptable to you, check the **Disclaimer Checkbox**.

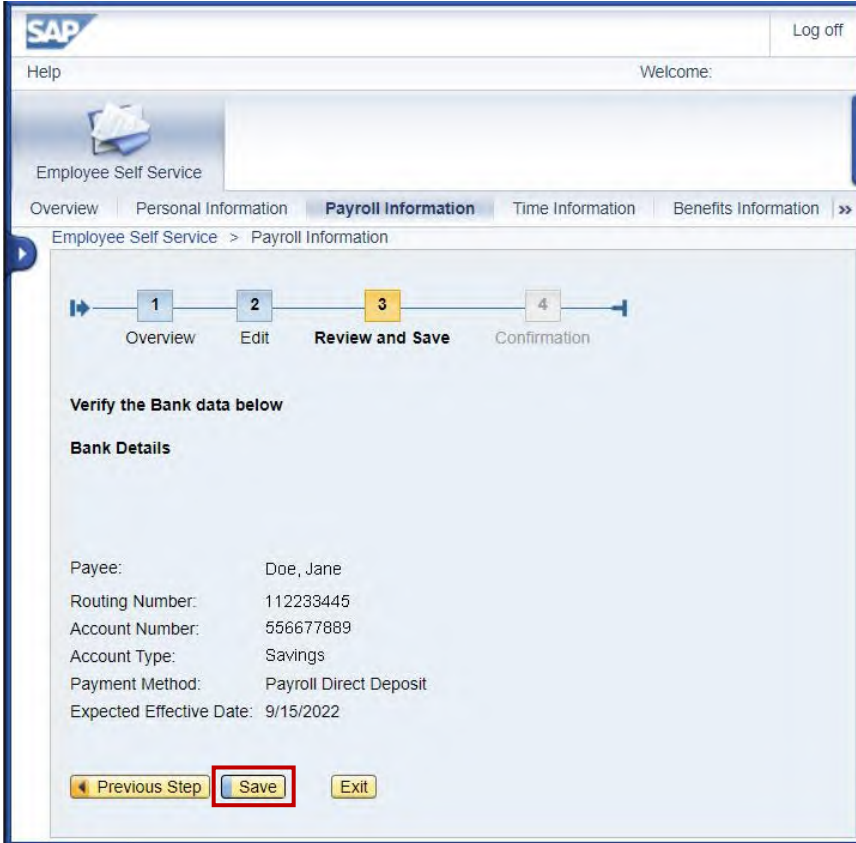   And then click the **Review** button.

11. Finally, click the **Save** button.



Please note that you can add up to three bank accounts.

## Questions?

If you have any questions, please feel free to contact HR/Payroll Shared Services.

- Phone: 443-997-5828
- Email: payroll@jhu.edu