ADDING A NEW ACCOUNT

From Inside Loyola, please log into Employee Self Service. From the Employee Overview page, access the Banking Information screen. Here employees have the ability to add a new account for use for <mark>Payroll Deposits</mark> and/or Refunds, Reimbursements & Payment Deposit.

To add an account, click "Add an Account". **If an account exists in the system already it will need to be confirmed before being allowed to proceed.**

Banking Information

Active Accounts   (+ Add an Account)

ⓘ To make any changes, you will need to verify your current account information as a security measure. If you would like to add an account for Refunds and Reimbursements you will need to enter your account information even if the account is already being used for Payroll.

Confirm your bank account number

Checking Account	Account Ending: ...0358

Bank Account Number

[   ] **i**

You must confirm a pre-existing account number to continue.

Cancel	Confirm

Once the account is confirmed, a screen will display with Bank Account Usage options.

New Deposit		Add a Bank Account	
Bank Account Usage			
Payroll Deposit	⬤ Activate	Refund, Reimbursement & Payment Deposit	⬤ Activate

[Next] (Cancel)

Turn on the 'slider(s)' to activate the Bank Account Usage. The left slider is for Payroll Deposits and the right slider is for Refunds, Reimbursement and Payment Deposits (from Accounts Payable). Select to have the new account be used for Payroll only, Refunds only, or both. Then select "Next" to enter effective date(s).

Each deposit type has an effective date field to be entered. The payroll direct deposit side also has a field for an end date or "no end date" for continuous use.

Under Deposit Details you select if the new account will have the entire net pay deposited, a specific amount, or the remaining balance after other deposit amounts are allocated.

For Refunds, Reimbursements & Payment deposits only one account can be used (no allocation). Any account that is currently active will be replaced when a new account is added.

Once all items on the screen have been completed, click "Next" to proceed with the entry of the account information.

Terms and Conditions

I hereby authorize Loyola University Maryland to initiate automatic deposits to my account(s). I also authorize Loyola University Maryland to make withdrawals from this account in the event a credit entry was made in error. Further, I agree not to hold Loyola University Maryland responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or due to an error on the part of my financial institution in depositing funds to my account. This will remain in effect until Loyola University Maryland receives notification of its termination in time and manner to afford Loyola University Maryland and the financial institution a reasonable opportunity to act on it.

☐ I agree to the terms and conditions

Enter the 9-digit routing number of the bank, the account number (twice), and then select the account type. Once all the information is entered, check the box to agree to terms and conditions. If complete, click on the save button to continue or "Add an Account" to add another account.

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	View All
New Account for Testing	Not Verified ⚠	$150.00	1	›
Checking Account	Verified ✓	Balance	Last	›

Refunds, Reimbursements & Payments	Verification			View All
New Account for Testing	Not Verified ⚠			›

The new account will be seen on the screen as 'Not Verified' until payroll sends a $0 test deposit. Once the test deposit is processed, the account will show as "Verified".

Note: If a new account is selected for remaining balance, the prior account previously allocated for remaining balance will be ended. To keep the account previously coded as remaining active, change that account to a dollar amount before adding new account as remaining balance.