

## **Editing and Deleting Direct Deposit Accounts**

To edit or delete an account used for direct deposit, click on the bank name under Payroll Deposits on the main screen. Note: The remainder account can NOT be deleted but if a new account is set to remainder, the original remainder account will be ended automatically.

A pop-up window will open requiring confirmation of the account number to proceed. Once confirmed, the account can be edited for amounts or an end date.

### Bank Account Usage

Payroll Deposit  Activate

Verification ✓ Verified

Effective Date 11/26/2018

End Date  No end date  
 End on:

To stop an account from being used enter an end date or click on the 'slider' to deactivate. The end date can either be today's date or in the future.

To edit dollar amounts and priority, use the Deposit Details section.

### Deposit Details

Select the amount of your paycheck to be deposited

Entire Balance

Specific Amount

Remaining Balance

Deposit Priority

WELLS FARGO	1	∨
SUNTRUST BANK	2	∧
CAPITAL ONE	3	∧

In order to end the remaining balance payroll account, an existing account used for a partial deposit can be switched to entire balance or remaining balance, or a new account can be created for the remaining balance. Once one of these items is done, the current remaining balance account will be ended.

Full cancellation of direct deposit is not available through Self-Service. To cease direct deposit for Payroll and receive a paper check, please contact the Payroll Office directly at [payroll@loyola.edu](mailto:payroll@loyola.edu) or x1349.