

Using Self Service Banking Information

Ellucian’s Self Service, a part of WebAdvisor, provides employees and students the opportunity to add, change or delete personal banking information which allows for electronic funds transfers for direct deposit paychecks and accounts payable reimbursements.

*** Please note, having direct deposit account set up does not mean you have an Accounts Payable reimbursement account set up. Even if you are using the same bank account.**

Self Service is accessible via WebAdvisor. As a link titled “Self Service Banking Info”. Students can access the link under “Financial Information” and employees can access it under “Employee Profile”. After clicking on the link, the user will then go directly to the Banking Information screen.

The Banking Information page displays current information about the user’s payroll and accounts payable direct deposit items, if any already exist. This page also shows the name given to the direct deposit or accounts payable account, whether or not the account has been verified, the amount that is to be sent to the account and the priority of the deposit.

Banking Information

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
Checking Account	Verified ✓	Balance	Last	>

Refunds, Reimbursements & Payments View All

i You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.

Banking Information

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New Deposit

Add a Bank Account

Bank Account Usage

Payroll Deposit



Refund, Reimbursement & Payment Deposit



Cancel

Next

The user can click on the 'sliders' to turn on or off the different account options. On the left is the Payroll direct deposit, and on the right is the accounts payable account for refunds or reimbursements. When the sliders are turned on, the user will be asked for more information on the account.

Banking Information

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New Deposit

Add a Bank Account

Bank Account Usage

Payroll Deposit



Refund, Reimbursement & Payment Deposit



Effective Date

10/30/2017

Effective Date

10/30/2017

End Date

No end date

End on:

The upper part of the screen will show the usage information. Each deposit type has an effective date field to be entered. The payroll direct deposit side also has a field for an end date. The user can choose no end date or enter a date when the new account will no longer be active for direct deposit use.

If the user chooses to add a payroll direct deposit account, then another section will open in the bottom of the screen.

The screenshot shows a form titled "Deposit Details". Under the heading "Select the amount of your paycheck to be deposited", there are three radio button options: "Entire Balance", "Specific Amount", and "Remaining Balance". The "Specific Amount" option is selected, and next to it is a red-outlined input field containing the number "1". Below this, under the heading "Deposit Priority", there are two rows. The first row is highlighted in yellow and contains the text "New Account", the number "1", and a lock icon. The second row is greyed out and contains the text "Checking Account", the word "Balance", and a lock icon.

For Payroll direct deposits, the user selects whether they want a specific amount to be sent to the new account or for the entire balance to be sent. The user can also choose if they want this account to be the account that gets any remaining balance that is not deposited to other accounts.

For Accounts Payable a user can have only one account. Any account that is currently active will be replaced.

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

Edit Bank Account Details

New Account

Account Nickname

New Account

Country of Bank 

United States

Routing Number *



[View sample check image](#) 

Bank Account Number *



[View sample check image](#) 

Re-enter Bank Account Number *



Account Type 

Checking

Terms and Conditions 

I agree to the terms and conditions

Cancel

Save

When adding a new account, the user will need to give the account a nickname. If the country of the bank is not in the United States, the country field should be updated. The user also needs to enter the routing number of the bank, the account number (twice), and then choose the account type. Once all the information is in, the user must click on the “I agree to terms and conditions” box. To read the terms and conditions, if they are not visible, the user can click on the arrow next to the Terms and Conditions title. Once everything is completed, the user should click on the save button to continue.

The new account will be seen on the screen as ‘Not Verified’.

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 ⚠	>			

Any new accounts will not be used until they are verified by Payroll or Accounts Payable. Once they are verified, the user will see this updated on the main Banking Information page.

DELETING AN ACCOUNT

If the user wishes to delete, or turn off, an account, they can do this by clicking on the account nickname on the main screen or on the screen that is opened by clicking on the View All button. A user cannot delete an account that is set as the remaining balance account for payroll by this method.

Bank Account Usage

Payroll Deposit ON

Verification Verified

Effective Date 10/30/2017

End Date No end date
 End on:

To stop an account from being used, the user can either put an end date on the account or click on the 'slider' and change its value from 'On' to 'Off' and then click Save.

Banking Information

[Financial Information](#)

New Account for Testing Account # ...8753

Bank Account Usage

Payroll Deposit OFF

For payroll deposits, when the account list is returned, the account will still show in the current accounts list for the remainder of that day. When the 'slider' is turned to 'Off', the system puts the current date in the end date field which allows that account to remain active until the following day. For accounts payable accounts, the account will be immediately removed. Any payables account can be deleted at any time.

In order for a user to delete 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 an existing or new account is designated to receive the remaining balance, the active remaining balance account will be ended. The old account information will have an end date of the day before entered and will not be accessible by the user. Any further changes to the now inactive

& deleted account will require the user to create a new account using the same information or the user will have to contact the payroll department.

If a user wants to terminate all accounts for Payroll direct deposit, they will need to go to the Payroll office as this cannot be done through Self Service.