

Direct Deposit Benefits

- You don't have to be in the office to get paid. If you are out on vacation or sick on pay day, you can be assured the deposit will be made.
- You no longer have to wait in line to deposit or cash your checks at your financial institution.
- You can be assured that your paycheck will be deposited to your financial institution confidentially.
- Having control over where your paycheck goes is another way direct deposit provides flexibility and convenience. You can direct funds to a checking or savings account. There is also an option to split between multiple accounts, limit 3.
- Avoid the wait in line to pick up your check.
- Having a paperless payroll system is environmentally friendly because it reduces our carbon footprint. Did you know that paper checks use more than 674 gallons of fuel a year?
- Lost or stolen checks are a common source for identify theft, but with electronic deposits your personal information is secure.
- It's fast and easy to sign up through your Raiderlink/Webraider, under your employee tab. Enrollment and changes made to your direct deposit are effective immediately. Instructions and information on direct deposit is located on the back of this brochure.



*Enroll in direct
deposit today!*



It's easy and benefits everyone.



Employee Payroll Accounts

Employee Reimbursement Account

By clicking on the changing priorities icon it will move the 2nd account up one level and the 1st account down one level.

I acknowledge that it is my personal responsibility to protect the secrecy of my eRaider account password in accordance with institutional security policies. For tips and information to help you practice safe computing, visit www.safecomputing.ttu.edu.

	Rout. #	Acct. #	Bank	Amount	Percent	
S	111000025	123456789	Bank Of America, N.a. - Henrico, VA	\$100	edit	delete icon
C	111322583	123456789	gar Land, TX	edit	15%	changing priorities icon
C	111900659	123456789	Wells Fargo Bank - Minneapolis, MN	edit	100%	delete icon

edit icon

delete icon

After clicking the edit icon, make your changes and click on the check mark

changing priorities icon

Checking Account Savings Account

+ Add Bank Account

After you click on the +Add Bank Account icon you will see this pop up. Input your info to add an account to your direct deposit. There is a limit of 3 checking or savings accounts.

Please note that the system will automatically update the last priority to 100%, see example below.
John Doe gets paid \$500 and wants 85% to go into account A and 15% to go into account B.
85% of \$500 is \$425. \$425 will be deposited into account A, leaving John Doe with \$75.
15% of \$75 is \$11.25. \$11.25 will be deposited into account B, leaving John Doe with a paper check of \$63.75.
*If John Doe had made his last priority 100% instead of 15%, the remainder amount would have been deposited into account B.

Add Bank Account

Bank Routing Number: ?

Bank Account Number: ?

Account Type: Checking Savings

Amount or Percent: \$ Amount or Percent %

Submit Cancel

Enter in your account info here

Click on the type of account you're adding

Enter in a whole dollar amount (\$200 NOT \$200.00) or percentage. If you only have one account, enter in 100%.

Don't forget to click on the Submit button when you're done or your account will not be added.

After you click on the delete icon you will see this pop up. Click on the Delete button to remove an account from your direct deposit.

Are you sure you want to delete this bank account?
You will not be able to undo this action

Delete Cancel

Direct Deposit Instructions

Go online to your Raiderlink/Webraider and under the Employee tab click on **Update My Direct Deposit** or use the new **Payroll & Tax** tab and in the **Pay Information** section select **Update/Create My Direct Deposit**. This will take you to the new **My Direct Deposit** screen. In this screen, under the **Employee Payroll Accounts** tab, you can make changes or update your account(s).

To add an account: Click on the **green + Add Bank Account icon** and entered in your account info, click on the type of account you're adding: checking or savings, then put a dollar amount or percentage. If you only want 1 account set up, the percentage will be 100%. Once you have inputed your info click on the **blue Submit button** and your account will be added.

To delete an account: Click on the **red - icon** that is located on the far right of your account. A pop up will come up asking "Are you sure you want to delete this bank? You will not be able to undo this action." Click on the **red Delete button** and your account will be deleted.

To update an existing account: Click on the **gray edit icon** that is located to the left of the routing number, account number, dollar amount, and percentage amount. Each of these fields can be changed. When you click on the **gray edit icon** you will get a pop up with a blank field, a **black check mark** and a **black X**. Update the information and click on the **black check mark**. If you do not click on the **black check mark**, your change will not go into effect. To change from a dollar amount to a percentage or a percentage to a dollar amount click on the **gray edit icon** with the word **edit** next to it and input the desired amount. This will switch the amount from one field to the other.

To update the priorities (order) of accounts: Click on the **green ^ icon** that is located on the right of each account. This will move that account up one level and move the account that was located above it down one level. There is a limit of 3 accounts and the last account listed will always be set at 100%. This means that the last account listed will receive the remaining amount of your paycheck.

If you're having problems updating or making changes to your direct deposit, it may be the type or version of internet you're using. Make sure you're using Internet Explorer 11 with the compatibility view/mode set to "on" and no additional installed tool bars, or Firefox. If this doesn't fix your issue, email the Payroll Webmaster at webmaster.payroll@ttu.edu with your name, R number, and issue.