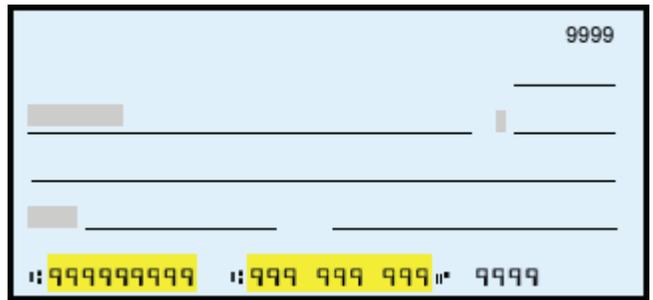


EMPLOYEE SELF SERVICE: DIRECT DEPOSIT

Before you begin you will need:

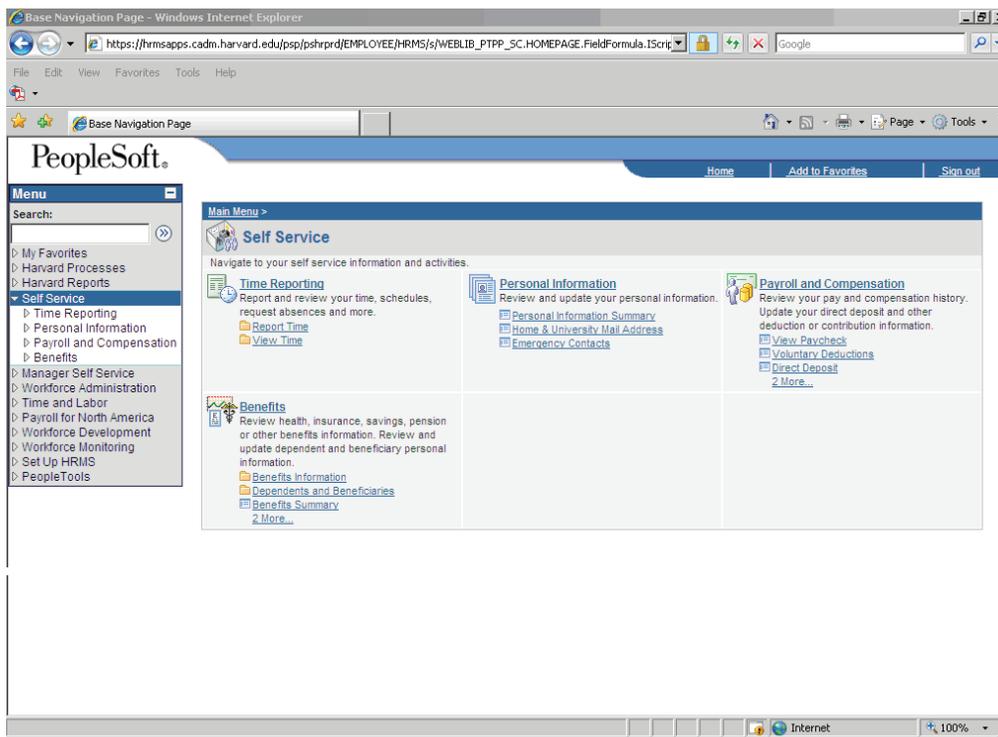
- Your Harvard University Id Number (HUID)
- Your HUID pin number
- Your Checking/Savings Account Number
- Your Bank Routing Number



- 1 - Routing Number
- 2 - Account Number

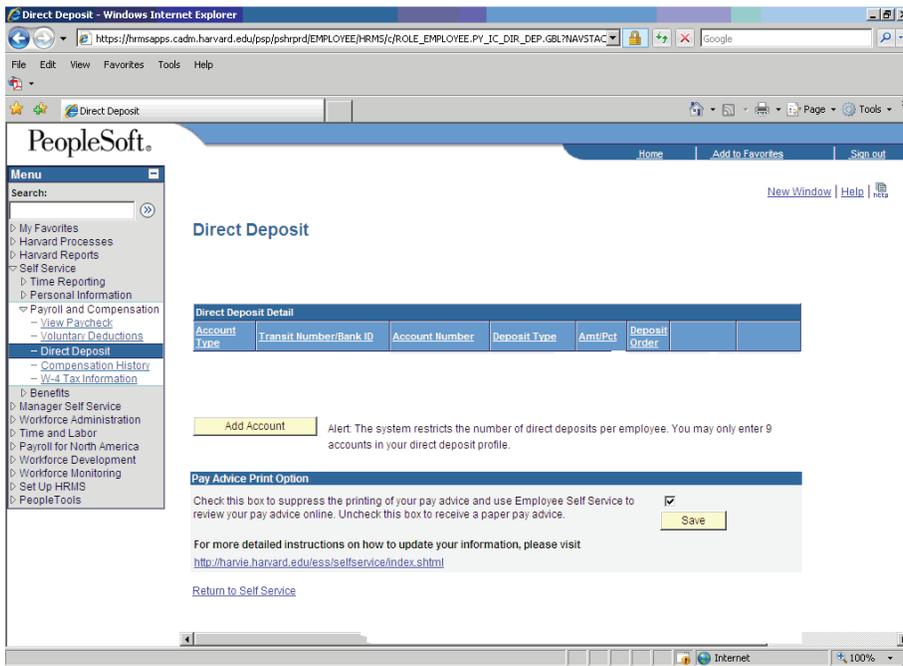
Check Example

- Go to www.harvie.harvard.edu
- Sign into the website using your HUID and pin number.
- To the *upper right hand side* click on **PEOPLESOFT**
- This will direct you to the PeopleSoft home page.



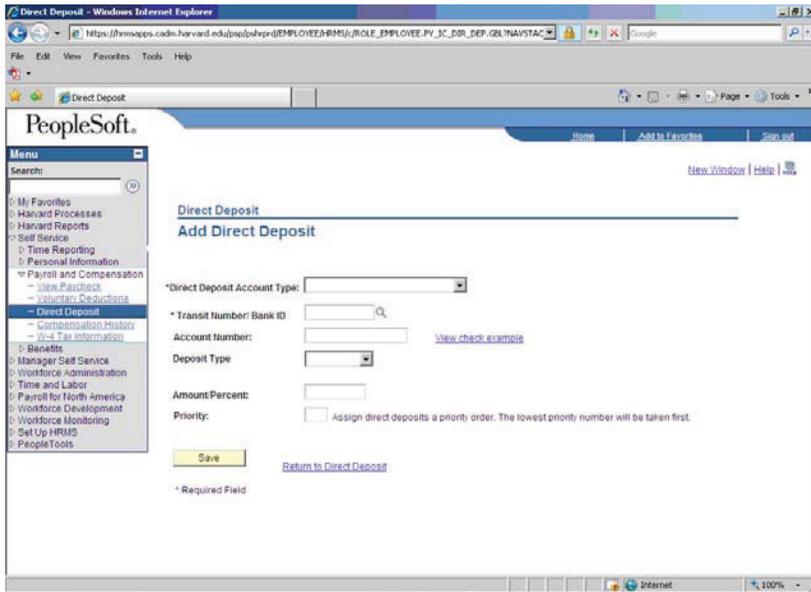
Click on **SELF SERVICE** found on the left column

Click on **PAYROLL AND COMPENSATION** and **DIRECT DEPOSIT** located on the left column of the screen or the **DIRECT DEPOSIT** icon found on the right side of the screen under Payroll and Compensation.



***Please, in an effort to save paper and if you do not wish to receive a paper copy of the check. Click the small box above the SAVE button. CLICK and SAVE, you will still be able to access all the information via online, under View Paycheck**

Click on ADD ACCOUNT



Fill out the form above. If you have questions about the transit/routing number or the account number, the information can be found on a check (See Check Example, on page 1). Then Click **SAVE**.

You have just added an account to your direct deposit.