




Want to sign up for Direct Deposit?

Once you have an email account navigate to My.Butler.edu, login, and follow the directions below.

Note: Up to two direct deposit accounts may be used. These accounts may be at different banks. One account must be set up to receive the balance of your paycheck. Any new or changed direct deposit account information will take up to two pay periods to begin and a check for your full pay will be issued in the interim. When deleting direct deposit account information it must be entered at least three days before a payday to take effect that payday.

1. Login and click  Self Service  Payroll and Compensation  Direct Deposit.
2. Click the "Add Account" button.
3. Complete the requested fields.

Account Type (SELECT ONE)

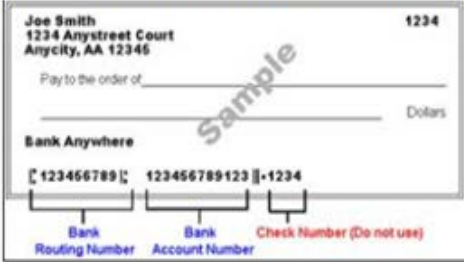
- Checking
- Savings

Deposit Type (SELECT ONE: Please note that if you have multiple accounts, one account must have a deposit type of "balance".)

- Balance
- Amount
- Percent

Amount / Percent

Enter the dollar amount or percentage of net pay you would like to be deposited.

 <p>Joe Smith 1234 Anystreet Court AnyCity, AA 12345 1234</p> <p>Pay to the order of _____ Dollars</p> <p>Bank Anywhere</p> <p>Ⓜ 123456789 Ⓜ 123456789123 Ⓜ 1234</p> <p>Bank Routing Number Bank Account Number Check Number (Do not use)</p>	<p>Routing Number – this number is the nine-digit number in the bottom left corner of your check.</p> <p>Account Number – series of numbers found at the bottom of your checks that follows the routing number.</p>
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4. Review your account information to ensure it is accurate.
5. Read authorization agreement and click, "Accept."

Please direct any questions regarding direct deposit to the payroll department at 317-940-9984 or Extension 9984.