

You must have a job set up before accessing self service

Direct Deposit Enrollment

Navigation: my.pugetsound.edu -> Sign in with Puget Sound Credentials -> HR – Self Service

- In the HR –Self Service navigation collection, select Direct Deposit
- Click Add Account
- Fill in your routing and account numbers (click on “view Check Example” for help identifying)
- Select the type of account you are using (Example: Checking or Savings)
- Select the Deposit Type - If using multiple accounts you can select an amount or percent to put in the secondary accounts. For your primary account select Balance of Net Pay
- Enter a Deposit Order (Example: secondary account = 1, primary account = 2, balance of net pay = 999)
- Select Submit to save your changes

Your Bank Information

Routing Number [View check example](#)

Distribution Instructions

Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)