Self Service Banking Information - Direct Deposit

To add a direct deposit account for your paycheck:

1. Navigate to: https://myq.quinnipiac.edu

2. Click on Self Service under “Applications” in MyQ. You will be directed to the Self Service page.

3. Click on:

   Banking Information

   Here you can view and update your banking information.
You will see the following:

Active Accounts

<table>
<thead>
<tr>
<th>Payroll Deposits</th>
<th>Verification</th>
<th>Amount</th>
<th>Deposit Priority</th>
<th>View All</th>
</tr>
</thead>
</table>

You have no active payroll accounts. Your entire paycheck will be paid by paper check.

4. Click on the **Add an Account** button.

You will see the following:

New Deposit          Add a Bank Account

<table>
<thead>
<tr>
<th>Bank Account Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Deposit</td>
</tr>
</tbody>
</table>

5. Click on the OFF button to switch the Payroll Deposit ON.

(Continued on next page)
6. Review the Effective Date and select the amount of your paycheck to be deposited into this account. Then click the **Next** button.

(Continued on next page)
7. Fill out your banking information. Click on the “I agree” checkbox in Terms and Conditions. Click the Submit button.

If the routing number you entered is not recognized, an error message will appear as pictured below, and you will need to contact Payroll at 203-582-7760 to make corrections.
If you cannot locate the routing number, then:

Hover over the  to get an example of a routing number.

8. You should now see your new account listed under **Active Accounts** with a Verification status of “**Not Verified**.” Once your bank has verified your account information, the status will be updated to “**Verified**.”
To edit existing direct deposit account information:

1. Select the bank account from the Active Accounts list.
2. Confirm your account number

3. Update your bank account information and click the Save button or click the Cancel button to exit without making changes.
To stop direct deposit and delete your account information:

1. Select the bank account from the Active Account list. Confirm your account number.

2. Click the green ON button to switch the payroll deposit to OFF.

3. Click the Save button to delete your refund account information.