Log on to UT Share/Peoplesoft by navigating to the UT Tyler Faculty-Staff web page and clicking on the UT Share button from the menu.

On the resulting screen, click on the PeopleSoft HR-Payroll and Finance Login option.

Select The University of Texas at Tyler from the drop-down list.
Sign in using your UT Tyler email address and network password.

If logging in from off campus, you will need to authenticate your credentials by using the DUO security feature.

Once logged in to UT Share/PeopleSoft, the home screen is your **Employee Self Service** page. Click on the **Payroll and Compensation** tile to continue.
From there, a menu populates on the left-hand side of the screen.

Select the **Direct Deposit** option

To **Add the FIRST Account:**

1. Click the **Add Account** button

*Note: From the **Add Direct Deposit** screen, you may select the **View Check Example** hyperlink to learn where to find your financial institutional direct deposit information.*
2. Enter the information in the appropriate boxes
   - Routing Number (the first 9 digits as shown on the Check Example)
   - Account Number (middle group of digits as shown on the Check Example)
   - Select Account Type: Checking or Savings
   - Deposit Type: Select Balance of Net Pay
   - Amount or Percent: Leave Blank
   - Deposit Order: 999 (Important! Use “999” for the FIRST account entered).

3. Select Acknowledge the terms of using Direct Deposit (shown on the last page of these instructions).
4. Read the Direct Deposit Acknowledgement (sample below) and Click Accept.
5. Click the Submit button. Note: the button will activate after acknowledgment is complete.
6. Click OK to Confirm Submission

Please note that UT Share/PeopleSoft will only allow you to make changes in one session every 24 hours.
To Add Multiple Accounts:

**Note:** You may have up to three bank accounts set up for your payroll direct deposit accounts. One of your accounts must REMAIN set to BALANCE OF NET PAY for “Deposit Type” with “Deposit Order” equal to 999.

When adding a second or third account:

7. In the Deposit Type field: Select Percent or Amount from the drop-down menu.
   - Amount: Enter dollar amount (Example: $250).
   - Percent: Enter percentage (Example: 20).

8. In the Deposit Order field: Enter the number sequence that direct deposit should process. Deposits will process in numerical order.

9. For example: $100 will go first to the account that was selected as the first deposit order, $50.00 will go to the deposit order that was selected as the second deposit order and the remaining Balance of Net Pay will go to Deposit Order 999.

To Edit an Existing Account:

10. On the Direct Deposit list screen, select the Account Type to be changed and click the **Edit** icon.
11. Make the desired changes noting that one account must be Deposit Type of “Balance of Net Pay”.
12. When finished making changes click “Acknowledge the Terms.”
13. You must agree to the terms before you can submit the changes (see Example below).
14. Click the Submit button.
15. Review Submit Confirmation.

**Example Acknowledgement**

Direct Deposit Acknowledgement

By clicking the Submit button, I hereby authorize, understand, and agree to all of the following:

I am solely responsible for the accuracy of the submitted data.

I hereby authorize the University to deposit my net pay by electronic transfer to my account(s) each payday. The University shall deposit the payments in the financial institution(s) to the account(s) designated of which I am an authorized user and/or signor. I authorize the University to initiate debit entries to my account(s) for the purpose of correcting a previous deposit and authorize my Financial Institution to accept any credit or debit entries initiated by the University.

I understand it is my sole responsibility to verify with my financial institution the receipt of my payroll direct deposit funds prior to use of such expected funds. The University is not liable for any fees associated with insufficient fund charges.

This authorization is to remain in effect until the University has received a change action in such time and in such manner as to afford the University and Financial Institution reasonable opportunity to act on it. I also understand it is my responsibility to immediately update my direct deposit information if I become aware of any changes in status or banking information.

I understand that submitted direct deposit actions (new, changes, and stops) may take effect on the next payroll processing date, not the current payday.

Every employee may have a combination of direct deposits to three separate accounts and/or financial institutions.

If you need a Spanish version of these directions, please contact your Payroll Office.
Si necesita una versión en español de este acuerdo por favor póngase en contacto con la oficina de nómina (Payroll).

Thank you

[Accept] [Decline]