

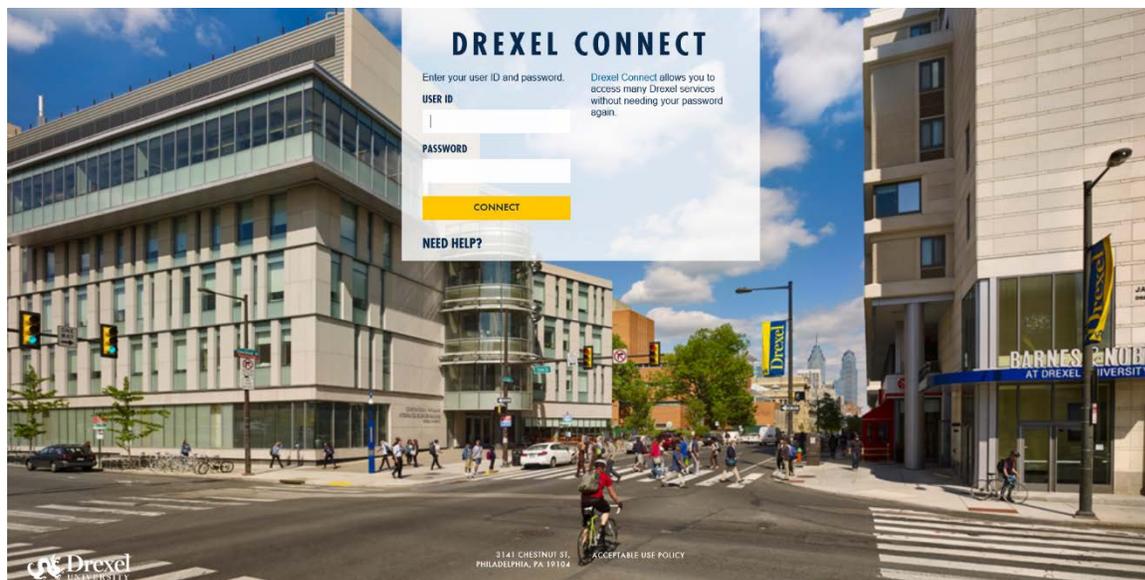
# Viewing Direct Deposit Setup in Drexel One

**Please Note:** *These instructions are intended to provide employees with basic information required to view their direct deposit setup. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems viewing your direct deposit setup, please contact the Payroll Department at [payroll@drexel.edu](mailto:payroll@drexel.edu).*

**If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to step 4.**

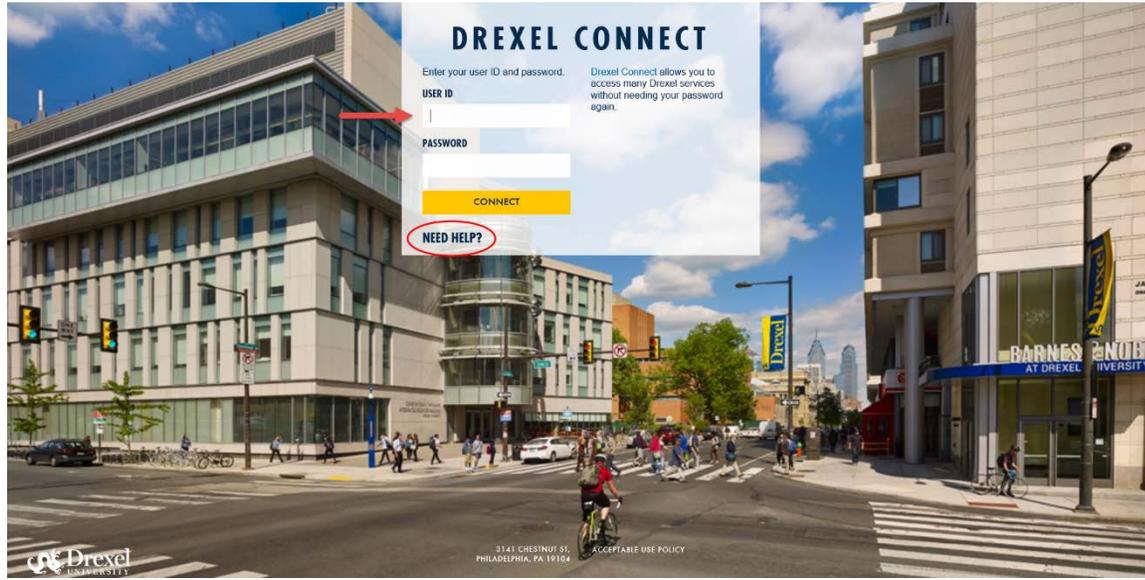
## Step 1. Access the Drexel One portal

Use your internet browser to access the Drexel One portal at <https://one.drexel.edu>. You will be taken to the log on page.



## Step 2. Log on to Drexel One

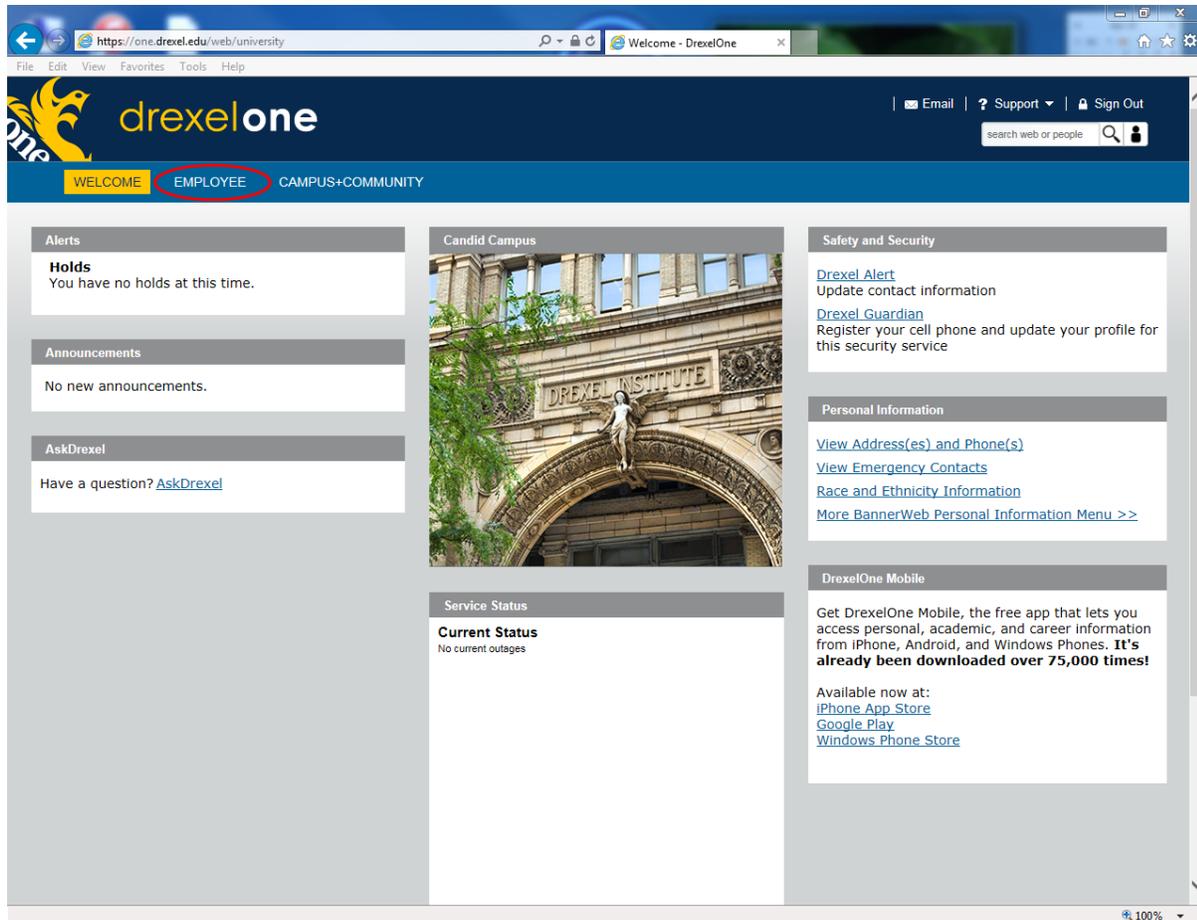
Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “help” link and follow the instructions.



### Step 3. Select the “Employee” link

From the Drexel One Welcome page, click on the “Employee” link at the top left of the screen.

*Note: If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.*



### Step 3a. DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the “Submit” button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.

The screenshot shows a web browser window displaying the Drexel University BannerWeb Information System. The page title is "DrexelAlert Emergency Contact Information Update". The main content area contains the following text:

Please verify/enter your preferred mobile phone number below.

All members of the Drexel University community are required to participate in a university-wide emergency notification system known as "DrexelAlert". The effectiveness of the system will depend upon the University's access to complete and accurate contact information for all members of the community. Therefore, it is the policy of the University that all students, faculty and staff be required to provide their primary mobile phone number for inclusion in the DrexelAlert system so that messages may be delivered via text messaging and/or phone.

For anyone who does not have a mobile phone, emergency notifications will also be sent to Drexel University e-mail addresses. Phone messages, when used, will also be provided to Drexel-owned landline phones. Mobile phone information entered into the DrexelAlert system will be used exclusively for emergency notification, and will not be available for any other University or non-University purpose. This system complements other forms of electronic communication at Drexel University.

If your mobile phone number changes, it can be updated at any time through DrexelOne by following the link to the DrexelAlert Emergency Notification System under the "Personal Information" section.

The form contains a "Mobile Phone" field with the number 215 555 0123 and a green checkmark. Below it is a checkbox for "I do not have a mobile phone." and a text area with a disclaimer: "The information I have provided is complete and correct to the best of my knowledge. I understand that failing to keep this information current and accurate puts me at risk of not being notified in the event of an emergency. I understand that in the event of an emergency Drexel University will use its best efforts to notify me in a timely and effective manner. I recognize, however, that no emergency notification system will achieve 100% success, and the University cannot guarantee that I will be effectively notified." Below the text area is a "Submit" button, which is highlighted by a red arrow.

RELEASE: 000

### Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location Address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at [hris@drexel.edu](mailto:hris@drexel.edu).

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employee Services Menu.

The screenshot shows a web browser window with the URL [https://banner.irttest.drexel.edu/duhrris/hwgtkaddr\\_P\\_DisplayEmployeeAddress](https://banner.irttest.drexel.edu/duhrris/hwgtkaddr_P_DisplayEmployeeAddress). The page title is "Drexel University BannerWeb Information System". The navigation menu includes "Personal Information" and "Employee Services". The main content area is titled "FACULTY AND STAFF ADDRESS VERIFICATION".

It is imperative that the University know your current and valid home and campus addresses at all times.

Once each term before proceeding to the Employee Services Menu you **MUST** confirm that your addresses are current.

If your addresses below are current and valid simply click the "Continue" button to proceed to the Employee Services Menu.

If your Campus or Home address/telephone number is incorrect please e-mail your correct address, including zip code, the EFFECTIVE DATE of the address change and your UNIVERSITY ID to [hris@drexel.edu](mailto:hris@drexel.edu) your address will be updated by HRIS.

The Employee Campus Mailing Address identifies where your campus mail should be sent.

The Employee Home Address is used by the Human Resources, Benefits and Payroll Offices. Changes to the Employee Home Address are monitored and may result in a change in your tax status. If you have any questions regarding tax changes contact the Payroll Office.

Employee Campus Mailing Address(es)	Employee Campus Mailing Phone(s)
Current: January 1, 2010 - ? 3141 Chestnut Street Philadelphia, PA 19104	Primary: (215) 895-2000
Employee Home Address(es)	Employee Home Phone(s)
Current: January 1, 2010-? 123 Main Street Hometown, USA 12345	Primary: (215) 555-0123
Employee Work Location Address(es)	Employee Work Location Phone(s)
Current: January 1, 2010 - ? 3141 Chestnut Street Philadelphia, PA 19104	Primary: (215) 895-2000

At the bottom of the page, there is a "Continue" button with a red arrow pointing to it. Below the button, the text "RELEASE: 015" is visible.



## Step 5. Select from the Employee Main Menu

Select “Pay Information” from the Employee Main Menu



### Employee Main Menu

Every effort has been made by the University to provide accurate, up-to-date information. However, errors can occur. By using the information con-  
omissions in information herein nor shall it be held liable for any special, consequential, or exemplary damages resulting, in whole or in part from a

-  [Conflict of Interest Program](#)  
Annual Conflict of Interest and Code of Conduct review is required by all Full Time and Part Time Faculty and Professional Staff (Adjuncts, Barg
-  [Benefits and Deductions](#)  
Provide links to all benefits offered, your current benefit elections, and general information regarding benefits
-  [Pay Information](#)   
View Pay Stubs, Direct Deposit Advice, Earnings and Deductions History
-  [Tax Forms](#)  
View your current tax exemptions and allowances, and update resident withholding.  
If you wish to make an update to non-resident withholding, please contact the tax office. For W-4 instructions and worksheets, click [here](#)
-  [Time Reporting](#)  
Create or approve time sheets, leave reports, and view leave balances and activity
-  [Current and Past Jobs](#)  
View your job history
-  [Electronic Personnel Action Forms](#)  
Web Based EPAFs are available on line for originators and approvers!
-  [Effort Reporting and Labor Redistributions](#)  
Effort Reporting and Labor Redistributions

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**Step 6. Select “Direct Deposit Breakdown”**

From the Pay Information Menu, click the “Direct Deposit Breakdown” link.



**Pay Information**

This is information about your pay history since the inception of Banner Human Resources (January 1997).

-  [Direct Deposit Advice/Pay Stub](#)  
View or print your pay information
-  [Earnings History](#)
-  [Deductions History](#)
-  [Direct Deposit Breakdown](#)   
Select this option to see your direct deposit banking institution.
-  [Annual Total Compensation Statement](#)
-  [Administrative Pay Stub](#)

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## Step 7. View Direct Deposit Breakdown

The “Pay Distribution as of” section will detail the distribution of your last payroll direct deposit.

The “Proposed Pay Distribution” section will detail the current setup of your direct deposit in the payroll system, including any changes that are pending bank verification. If you have recently initiated or changed your direct deposit, please view your pay stub detail to determine whether your current pay is a direct deposit or a check.

- Business expense reimbursements will be made into your primary payroll bank account. This is the account designated to receive the “Remaining” pay amount in the “Proposed Pay Distribution” section. This account is also flagged with a “Yes” under the Accounts Payable column.
- If you would like to make changes to your direct deposit setup, please submit a new Direct Deposit Authorization form, available on the Comptroller’s website, to Payroll for processing.

Once you have viewed your direct deposit setup, log out of Drexel One using the “Exit” link in the upper-right hand corner of the window. Be sure to disconnect and close out of your browser once you have logged out of Drexel One.

**Drexel University BannerWeb Information System**

Personal Information Employee Services RETURN TO MENU HELP EXIT

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View Direct Deposit Information

The following accounts are listed in the order in which your pay will be distributed.

**Pay Distribution as of January 1, 2010**

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
My Bank	987654321	123456	Savings	50.00
Joint Bank	123456789	654321	Checking	159.26
<b>Total Net Pay</b>				209.26

**Proposed Pay Distribution:**

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution	Payroll	Accounts Payable
My Bank	987654321	123456	Savings	1	\$50.00	50.00	Yes	No
Joint Bank	123456789	654321	Checking	2	Remaining	159.26	Yes	Yes
<b>Total Net Pay</b>						209.26		

[ Earnings History | Pay Stub | Deductions History ]

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