

How do I enroll in direct deposit or edit my bank account information?

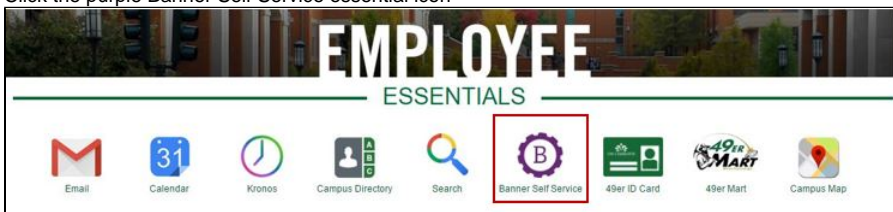
Tell Me

Note

To update some personal information in Banner, you will be required to verify your identity using your alternate email or phone number. If you do not have any alternate verification methods on file, please contact the IT Service Desk at 704-687-5500.

Employees and students can set up their new direct deposit information or edit their existing bank account information through My UNC Charlotte as follows:

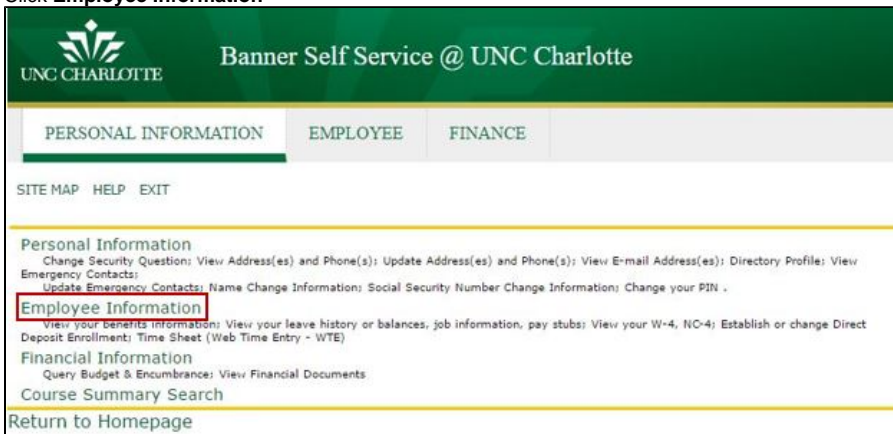
1. Log into [My UNC Charlotte](#) using your NinerNet Username and password
2. Click the purple Banner Self Service essential icon



Note to students

Click on your Direct Deposit message in the Student Account Block, select Direct Deposit Enrollment. Skip to step 5 of this FAQ.

3. Click **Employee Information**



4. Click **Pay Information**

UNC CHARLOTTE Banner Self Service @ UNC Charlotte

PERSONAL INFORMATION EMPLOYEE FINANCE

RETURN TO MENU SITE MAP HELP EXIT

Employee Information

Benefits and Deductions
View your retirement plans, Health insurance information, NC Flex information, and miscellaneous deductions.

Pay Information
View your Direct Deposit Payment details; View your Earnings and Deductions History; View your Pay Stubs; Establish or change Direct Deposit Enrollment.

Tax Information
View W-4, NC-4 and Year Earnings and W-2 information.
Current and Past Jobs as of July 1, 2005

Time Sheet
Web Time Entry (WTE) (WTE Training Materials)
Web Time Entry is now fully implemented for student and non-student hourly employees.

Financial Menu
Query Budget & Encumbrance; View Financial Documents.
Human Resources Training Courses completed
Confidentiality Agreement

5. Click **Direct Deposit Enrollment and Changes**

UNC CHARLOTTE Banner Self Service @ UNC Charlotte

PERSONAL INFORMATION EMPLOYEE FINANCE

RETURN TO MENU SITE MAP HELP EXIT

Pay Information

Direct Deposit Payment Details
View Direct Deposit Information

Direct Deposit Enrollment and Changes

Earnings History
Pay Stub
Deductions History

6. Read and click the **Continue** button to agree to the enrollment terms and conditions outlined on this page

7. Verify your identity by selecting a delivery method (either your cell phone or personal non-uncc email address) and click Send

UNC CHARLOTTE Banner Self Service @ UNC Charlotte-BANTEST

PERSONAL INFORMATION EMPLOYEE FINANCE

SITE MAP HELP EXIT

Verify Your Identity

For your security, a temporary Identification Code will be sent to your cell phone number or personal email address you have previously provided to UNC Charlotte. This will help us verify your identity before allowing access to change/view sensitive information on your account.

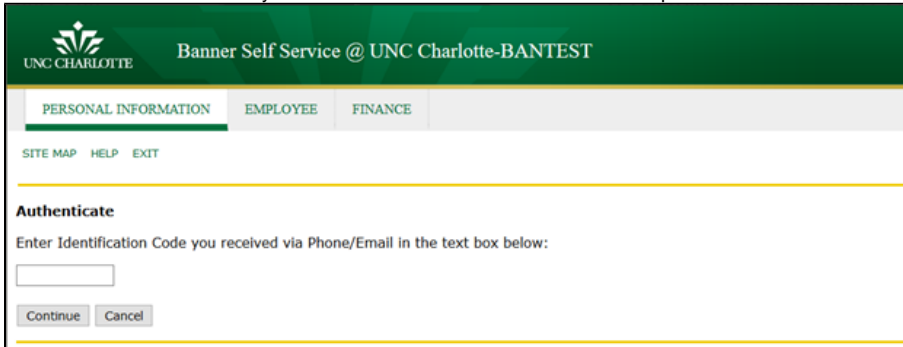
Select Delivery Method

Phone: xxx-xxx-3161 - Text
NOTE: Standard message and data charges may apply.

Email: c...r@yahoo.com

Send Cancel

8. Enter the Identification Code you received via Phone/Email in the text box provided and select the **Continue** button



The screenshot shows the Banner Self Service @ UNC Charlotte-BANTEST interface. At the top, there is a green header with the UNC Charlotte logo and the text "Banner Self Service @ UNC Charlotte-BANTEST". Below the header, there are three tabs: "PERSONAL INFORMATION" (which is selected and highlighted in green), "EMPLOYEE", and "FINANCE". Underneath the tabs, there are links for "SITE MAP", "HELP", and "EXIT". The main content area is titled "Authenticate" and contains the instruction: "Enter Identification Code you received via Phone/Email in the text box below:". Below this instruction is a text input field. At the bottom of the form, there are two buttons: "Continue" and "Cancel".

9. Follow the instructions on the enrollment and change screen to add your bank account information (or edit the existing bank account information)

10. Select the **Add Account** button to complete enrollment or the **Save Changes** button to update existing bank account information

11. Select the **Exit** option toward the top left of the screen



Policy

Enrollment in the University's direct deposit program is mandatory for all University employees. For more information, view [University Policy 602.1, Direct Deposit of Pay](#).



Tip

Make sure your personal (non-uncc) mailing address and phone number are current in Banner by following these [FAQ](#) instructions.



Contact Information

Email DirectDepositSupport@uncc.edu if you have difficulty (For security reasons, DO NOT include your bank information).

Related Articles

- [What payment method do I use if I can't issue a PO?](#)
- [How should I pay for meals while traveling?](#)
- [How do I arrange to pick a check up?](#)
- [Can I use my purchasing card to pay for travel expenses?](#)
- [Can I purchase a CATS light rail ticket for visitors?](#)