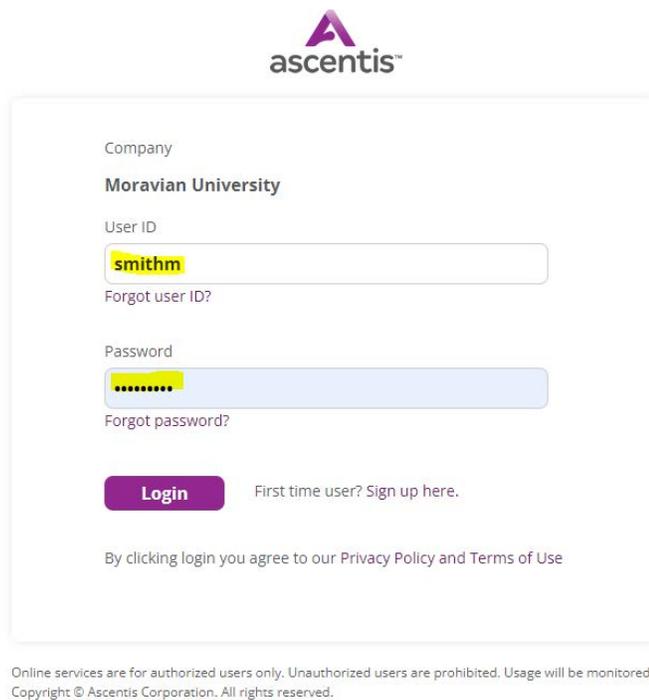


MORAVIAN UNIVERSITY

HOW TO ADD/EDIT DIRECT DEPOSIT

1. Go to: [HRportal.moravian.edu](https://hrportal.moravian.edu)
2. Type in Net ID username and password (This is the username and password you use to log into the computer. Your network ID is either your 'me' account or your last name first initial)



ascendis™

Company
Moravian University

User ID

[Forgot user ID?](#)

Password

[Forgot password?](#)

[Login](#) [First time user? Sign up here.](#)

By clicking login you agree to our [Privacy Policy](#) and [Terms of Use](#)

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3. Click on “Login”

Should you require assistance using these instructions or the HRportal in general, please contact HR@moravian.edu or call 610-861-1527.

MORAVIAN UNIVERSITY

4. Select My Self > My Paycheck > Direct Deposit and click "Add or Edit":

The screenshot shows the Moravian University HR portal. The navigation bar includes 'Home', 'My Self', 'Timekeeper', and 'My Company'. The left sidebar has a menu with 'Personal Information', 'Family Members', 'Benefits', 'My Paycheck', 'Last Payroll', 'Pay Stub History', 'Direct Deposit', 'Pay & Taxes', and 'Paycheck Simulator'. The 'Direct Deposit' option is highlighted in yellow. The main content area displays the message 'You have no direct deposits setup.' and a purple button labeled 'Add or Edit an Account for Direct Deposit'. A blue arrow points to this button.

5. Enter or correct your account information and click "Add Account":

The screenshot shows the 'Add Account' form in the Moravian University HR portal. The navigation bar and sidebar are the same as in the previous screenshot. The main content area shows a form for adding a direct deposit account. At the top, there is a 'Pay to the Order' field with a dollar sign and a 'Memo' field. Below these are fields for 'Routing Transit Number' and 'Account Number'. There are radio buttons for 'Remainder', 'Amount', and 'Percentage'. The 'Amount' field is set to '\$ 0.00' and the 'Percentage' field is set to '0.00 %'. A dropdown menu is set to 'Checking'. At the bottom, there is a yellow 'Add Account' button and a 'Cancel' button. A watermark 'SAMPLE' is overlaid on the form.

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6. Verify your account information, then select "Next":

Timekeeper My Company

This will let you direct your pay to up to 5 accounts. Your pay will be distributed to the accounts in the order you specify them. You may set up any combination to allocate 100% of your net pay, you will receive the remainder in the form of a live check.

Add an Account

Transit Number	██████████	Edit
Account Number: #	██████████ (Checking)	
Amount	Remainder	Remove Account

Direct Deposit Simulation

For a net pay of: \$ 0.00

For Account *****6789 0.00

< Back **Next >** Cancel

7. Click "Finish" to submit your changes to Payroll:

MORAVIAN UNIVERSITY

Home My Self Timekeeper My Company

Personal Information

Family Members

Benefits

My Paycheck

Last Payroll

Pay Stub History

Direct Deposit

Pay & Taxes

Paycheck Simulator

W-2 Forms

Messages

My Attachments

My Notes

Add Direct Deposit to checking account ██████████ for remainder of the pay.

Enter the date the change will be effective: 05/17/2022

You may enter comments you wish to share with the payroll department:

Note: Changes submitted for your direct deposit setup will not take effect until they are received and approved by payroll. Once your new changes are visible under Direct Deposit, they will have taken effect.

< Back **Finish** Cancel

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MORAVIAN UNIVERSITY

8. You will receive a message that your changes have been submitted to Payroll and you will be notified once they are applied.

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Home My Self Timekeeper My Company

Personal Information

Family Members

Benefits

My Paycheck

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W-2 Forms

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My Notes



You have submitted changes that are not yet in effect.
Request submitted on 05/17/2022 at 02:37 PM is awaiting review.

Your direct deposit changes have been submitted to Payroll. You will be notified when they have been approved or rejected. Until this happens, your current settings are being displayed.

You have no direct deposits setup.

[Add or Edit an Account for Direct Deposit](#)

Should you require assistance using these instructions or the HRportal in general, please contact HR@moravian.edu or call 610-861-1527.