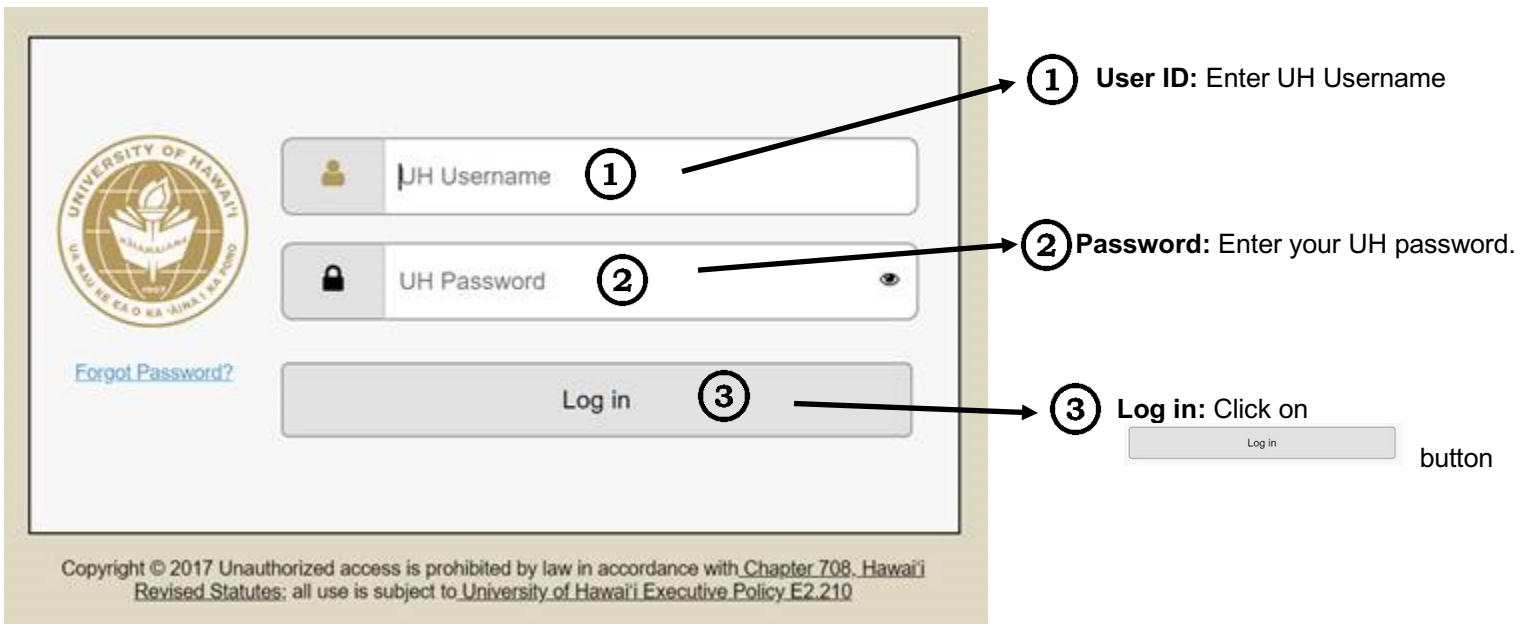



## How to Submit Your Direct Deposit Information

### Log into System:

1. Log into HIP by selecting one of the following URLs:
  - o <https://myuh.hawaii.edu/>
  - o <https://www.hawaii.edu/ohr/>
  - o <https://www.hawaii.edu/sece/>
2. Then using the UH Log on screen, enter your UH Username and UH Password and click on the Login button.

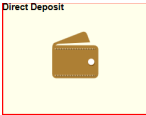


- Click on the  button.
- Click on the “Hawaii Information Portal” icon to access the Hawaii Information Portal Employee Self Service.

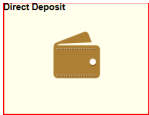
### Enter Direct Deposit Information



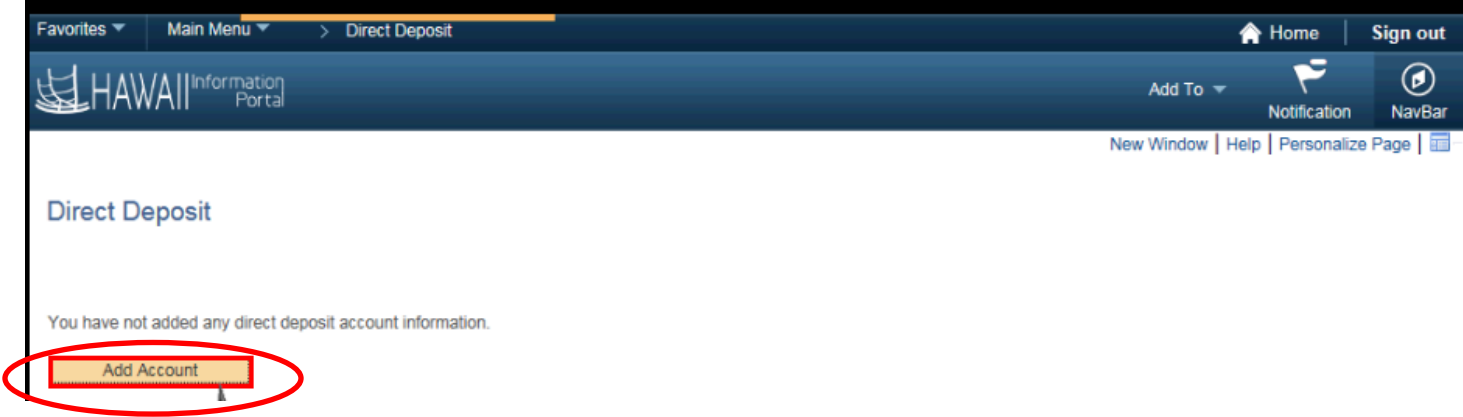
3. After logging in to the system, you should see the **Direct Deposit** menu tile.



Click the **Direct Deposit** menu tile.



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



5. The Add Direct Deposit page appears.

Direct Deposit  
Add Direct Deposit

**Your Bank Information**

Routing Number

[View Check Example](#)

**Distribution Instructions**

Account Number

Retype Account Number

\*Account Type

\*Deposit Type




Amount or Percent

\*Deposit Order  (Example: 1 = First Account Processed)



\* Required Field

[Return to Direct Deposit](#)

**To Set-up your Primary Direct Deposit (Balance of Net Pay) Account:**

Fields	Enter Primary Direct Deposit Account
Routing Number	Enter your financial institution's 9-digit routing number. Click in next field. <i>(If you get error message for routing number, see page 5)</i>
Account Number	Enter your account number. Tab to next field. <i>(Do not enter any special characters such as dashes or spaces)</i>
Retype Account Number	Retype your account number.
Account Type	Click the drop-down arrow  to select <div style="border: 1px solid black; padding: 2px;">                     Checking                      Savings                 </div>
Deposit Type	Click the drop-down arrow  to select <div style="border: 1px solid black; padding: 2px;">                     Balance of Net Pay                 </div> Balance of Net Pay means that your remaining money after taxes and deductions will be deposited into the specified bank account. <i>Note: All employees must have a Deposit Type - Balance of Net Pay.</i>
Amount or Percent	Leave blank.
Deposit Order	Deposit Order – The payroll system automatically assigns 999.
	Double check information entered. Click on the submit button.

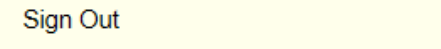
**Direct Deposit Details**

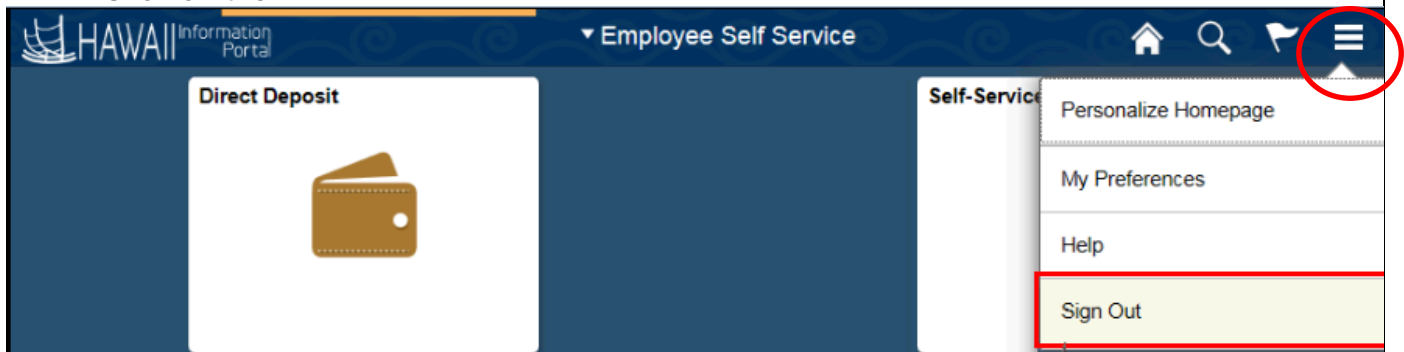
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order	Edit	Remove
Checking	121301015	XXXXX4321	Balance of Net Pay	999		

If you only have one direct deposit account, you have completed your direct deposit set up and may log off the system (see below).

**Log Off System:**

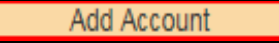



1. To log off click on the  Actions menu bar.

2. Click on the  link



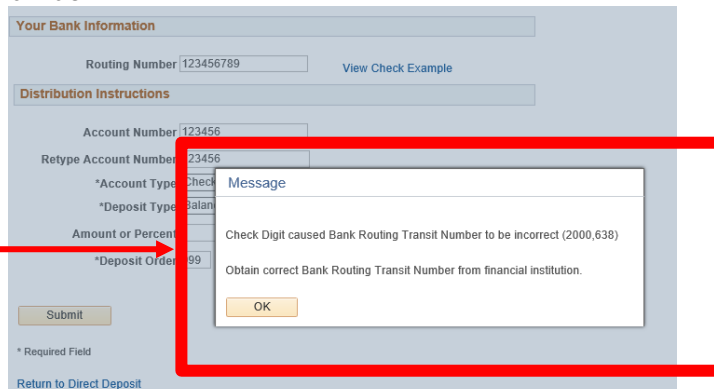
## Optional - Additional Direct Deposit Accounts Set-Up:

After you have completed your Primary Direct Deposit Account set up, follow these instructions for additional Direct Deposit Accounts set up.

Screen Fields	Enter Additional Direct Deposit Accounts
	Click on add account button to add an additional direct deposit account
<b>Routing Number</b>	Enter the financial institution's 9-digit routing number. Click in next field. <i>If you get error message for routing number, see below.</i>
<b>Account Number</b>	Enter your account number. (Do not enter any special characters such as dashes or spaces) Tab to next field.
<b>Retype Account Number</b>	Retype your account number.
<b>Account Type</b>	Click the drop-down arrow  to select your Account Type: <ul style="list-style-type: none"> <li>• <b>Checking</b></li> <li>• <b>Savings</b></li> </ul>
<b>Deposit Type</b>	Click the drop-down arrow  and select either: <ul style="list-style-type: none"> <li>• <b>Amount</b></li> <li>• <b>Percent</b></li> </ul>
<b>Amount or Percent</b>	<b>This Amount or Percent will be deposited every pay day.</b>  If you selected " <b>Amount</b> " as the Deposit Type then enter an amount (example 10.50).  If you selected " <b>Percent</b> " as the Deposit Type then enter a percent (example 20). The percentage of your pay that you want deposited needs to be less than 100%.
<b>Deposit Order</b>	Enter the order of the deposits (1, 2, etc.). You are directing the system to deposit your pay in this order 1 <sup>st</sup> , 2 <sup>nd</sup> , etc. and then 999 will be deposited last.
	Double check information entered. Click on the submit button. When you are finished entering all direct deposit accounts, see log off system instructions on page 5.

### Error Message for Routing Number:

- If you receive the message below, this means that the Routing Number entered does not exist in our system. Please contact the Hawaii Information Portal (HIP) Service Center to assist you at (808) 201-SERV [7378] or email at [hip@hawaii.gov](mailto:hip@hawaii.gov) and provide the routing number, bank name, address, and phone number.




**HOW DO I FIND MY CHECKING AND SAVINGS ACCOUNT NUMBER AND ROUTING NUMBER?**

**Checking** – Please refer to your personal check to locate routing and account numbers as shown below. Do not use a deposit slip as your reference numbers on the bottom may differ. Please be aware that some banks have a different format that may include the check number between the routing number and the account number. Do not include the check number when entering your account number.

<b>Employee Name</b> Home Address Honolulu, HI 96813	Date _____	<b>1001</b>
<b>PAY TO THE ORDER OF</b> _____		\$ _____
DOLLARS		
<b>BANK NAME</b> Bank Address Honolulu, HI 96813 800-800-8888		
Memo: _____		
⑆121301028⑆	000111222333⑆	1001
<b>Routing Number</b>	<b>Account Number</b>	<b>Check Number</b>

**Savings** - For account number, see sample below. For routing number, please contact your bank or credit union.

<b>\$ First Bank of Aloha</b>		Account: 885100126 
Last Statement:	February 28, 2018	Page 1 of 1
This Statement:	March 31, 2018	Number of Enclosures (0)
Total days in statement period: 31	Direct Inquiries to: (808) 123-4567	
John Q. Doe		
1151 Punchbowl Ave., Apt. 501		
Honolulu, HI 96813		