



Direct deposit requests should be submitted electronically via [myUM](http://myum.miami.edu) to ensure immediate processing. Using your CaneID, log on to [myUM](http://myum.miami.edu) at <http://myum.miami.edu>.

- Click on the **Employee** tab
- Select **Payroll, HR & Misc.**
- Click on **Direct Deposit** listed under the Employee Information section.

If you are a **newly hired employee** and you are unable to log on to [myUM](http://myum.miami.edu), complete the application below and submit to the Payroll Office to facilitate the delivery of your upcoming net pay without any delays.

FOR USE BY NEWLY HIRED EMPLOYEES ONLY

INITIAL DIRECT DEPOSIT APPLICATION

INTEROFFICE: 241 Max Orovitz Bldg. Locator 1425

EMPLOYEE AUTHORIZATION – PLEASE FILL OUT AND RETURN TO THE PAYROLL OFFICE WITH VOIDED CHECK

I hereby authorize my employer to automatically deposit my pay and if necessary to make debit adjustments for any credit entries made in error. This authority is to remain in full force and effect until my employer has received written notification from me of its termination in such time and in such manner as to afford my employer a reasonable opportunity to act on it. I understand that I have access to view pay stub information online through the University’s myUM system. Paper stubs will not be issued.

Primary Bank: Checking Savings

Bank Name: _____

Account No. _____

Routing No. _____

Secondary Bank: Checking Savings

Bank Name: _____

Account No. _____

Routing No. _____

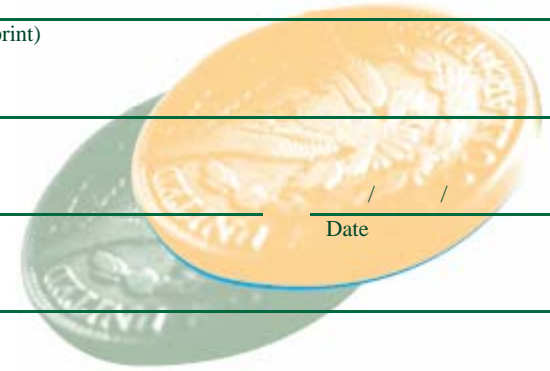
Secondary Account Amount \$ _____

Employee Name (please print) _____

UM ID Number _____

Signature _____ Date ____/____/____

Work Telephone _____



PAID: MONTHLY BI-WEEKLY.