


Self-Service Banking Information

Procedure Guide

Log into BlueNet  and click Employees 

My Human Resources/Payroll


- [My Self Service](#) ←
- [Position Summary](#)
- [Leave Plan Summary](#)
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- [My Pay Stub/Advice](#)
- [Current Benefits](#)
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Elmhurst University

Hello, Welcome to Colleague Self-Service!


Choose a category to get started.



Employee

 ←

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.



Banking Information

 ←

Here you can view and update your banking information.

Financial Information > Banking Information

Banking Information

Active Accounts + Add an Account

Payroll Deposits	Verification	Amount	Deposit Priority	View All
Checking	⚠ Not Verified	Balance	Last	>

Confirm your bank account number

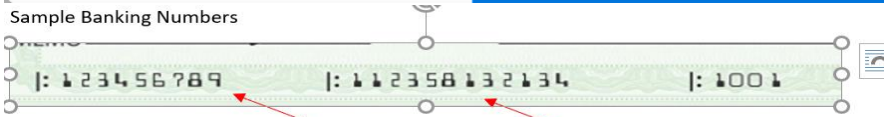
Checking Account Ending: ...2345

Bank Account Number

You must confirm a pre-existing account number to continue.

Cancel Confirm

Enter your bank account number & click confirm



First group of numbers is your routing number, second group of numbers is your account number.

Self-Service Banking Information

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Financial Information > Banking information

Banking Information

< Back

New Deposit Add a Bank Account

Bank Account Usage

Payroll Deposit Activate

Next Cancel

Click to Activate and complete information below

Banking Information

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New Deposit Add a Bank Account

Bank Account Usage

Payroll Deposit Activate

Effective Date

End Date No end date End on:

Deposit Details

Select the amount of your paycheck to be deposited

Entire Balance

Specific Amount

Remaining Balance

Deposit Priority

New Account	Balance	
Checking	Balance	

Next Cancel

Enter the effective date:

Note: We prenote all new banking information, which means you will initially receive a paper check until your account information is verified by the bank.

If the whole check is deposited, click "Entire Balance". If only a portion is deposited, click "Specific Amount" and then enter the amount. Then click "Remaining Balance" and complete bank details for the remaining balance account. When done hit "Submit"

Edit Bank Account Details

New Account

Account Nickname

Country of Bank

Routing Number * [View sample check image](#)

Bank Account Number * [View sample check image](#)

Re-enter Bank Account Number *

Back Submit

Sample Banking Numbers



First group of numbers is your routing number, second group of numbers is your account number.