Self-Service Banking Information
Procedure Guide

Log into BlueNet and click Employees

My Human Resources/Payroll
- My Self Service
- Position Summary
- Leave Plan Summary
- My Stipends
- My Pay Stub/Advice
- Current Benefits
- Benefit Enrollment

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.

Confirm your bank account number
Checking
Bank Account Number
Account Ending: ...2345
You must confirm a pre-existing account number to continue.

Enter your bank account number & click confirm

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

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

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”.

Click to Activate and complete information below.