

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](#)
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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

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

[+ Add an Account](#)

Confirm your bank account number

Checking
Bank Account Number

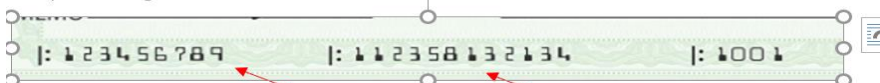
Account Ending: ...2345

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

Cancel

Confirm

Sample Banking Numbers



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

Enter your bank account number & click confirm

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Financial Information > Banking Information

Banking Information

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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

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"

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.

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.