



Signing up for Direct Deposit through ESTHER

Accessing Direct Deposit

Log into ESTHER (<https://esther.rice.edu/>) using your Rice ID and password (PIN). Then, click Login.



Please enter your User Identification Number (your employee or student ID) and your Personal Identification Number (PIN). When finished, select Login.

To protect your privacy, please Exit and close your browser when you are finished.



For additional assistance, please contact:

- Undergraduate Applicants for Financial Aid: [fina@rice.edu](mailto: fina@rice.edu)
- Student records: [registrar@rice.edu](mailto: registrar@rice.edu)
- Human resource/employee records: [people@rice.edu](mailto: people@rice.edu)

i NOTE: If you have forgotten your PIN please use the hint feature by entering your User ID and clicking the "Forgot PIN" button. You will then be prompted for your hint.

User ID:

PIN:

Esther Privacy
RELEASE: 8.8

Click on the Employee link at the main menu.



Employee



- View benefit information
- View paystubs
- Suppress Direct Deposit Stubs
- View W2 forms
- View W4 data
- View employee account information
- Enter an online payment on employee account
- View employee reimbursements
- Enter time sheet (non-exempt)
- View leave balances (non-exempt)
- Proxy Setup (Time sheet approvers)
- Labor Redistributions
- Security Dashboard

Click on the Pay Information link at the Employee menu.

Pay Information



- View earnings and deductions history
- View current and historical pay stubs
- Update direct deposit information

Click on the Direct Deposit Allocation at the Pay Information menu.

Pay Information

- Direct Deposit Allocation** 
 - View how your direct deposit is allocated
- Earnings History**
 - View your earnings history
- Pay Stub**
 - View your current/historical paystubs
- Deductions History**
 - View your deductions history
- Administrative Pay Stub Summary**

Adding Direct Deposit Accounts

Click on the Add New Direct Deposit link to add bank information. [Step-by-step instructions are available at the Guide to Setting up Direct Deposit link.]

DIRECT DEPOSIT ALLOCATION

 Click on the "Add New Direct Deposit" link to add direct deposit information or the "Update Direct Deposit Allocation" link to update existing direct deposit information.

[Guide to Setting up Direct Deposit](#)

 There are no payroll records with direct deposit information.

[Add New Direct Deposit](#) 

Enter all of the required information for adding your bank account.

UPDATE DIRECT DEPOSIT ALLOCATION

 **IMPORTANT:** Since there is no verification of direct deposit allocation(s) before processing the initial deposit(s), please provide accurate information to ensure the timely deposit(s) of your pay.

New Allocations: Add the 9-digit bank routing number (also known as the ABA number) and account number, indicate the allocation amount or percent, and also indicate whether the account should be used for payroll, accounts payable, or both (by checking the appropriate boxes). Then, click on Save.

Changes to Existing Allocations: If initiating changes to an existing Direct Deposit Allocation, click on the bank name and make the necessary change(s) to account type, amount or percent, and/or type of deposit. If the account should no longer be used for direct deposit, check the Inactivate box. Then, click on Save.

For assistance with locating routing and/or account numbers, please refer to the [check image](#).

NOTE: Please indicate 100 percent in the amount or percent field if depositing pay into one account. For those depositing pay into multiple accounts, please check the remaining amount box for the account that should receive the remaining pay. This will ensure that all pay is deposited into bank accounts.

By clicking on 'Save', you authorize the Payroll department to initiate direct deposit debits or credits on your behalf. It is also understood that if a reversal is needed for a deposit made in error, the Payroll department will notify you before processing the reversal.

Payroll Allocation:

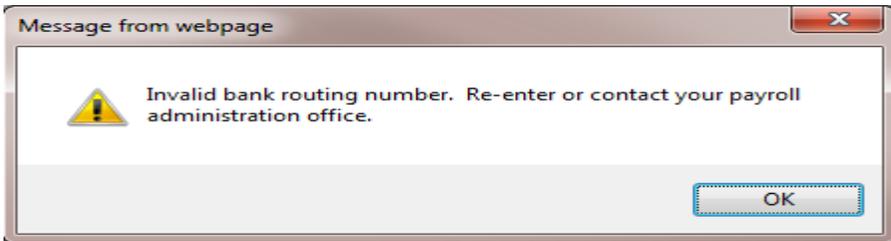
Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
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* - indicates a required field.

Add Allocation:

Bank Routing Number: *	<input type="text"/>	<input type="text"/>
Account Number: *	<input type="text"/>	
Account Type:	Saving <input type="button" value="v"/>	
Amount or Percent:	<input type="text"/>	Percent <input type="button" value="v"/>
Payroll Deposit:	<input type="checkbox"/>	
Accounts Payable Deposit:	<input type="checkbox"/>	

Bank Routing Number: Enter the bank’s routing or ABA number (which is always 9-digits for U.S. financial institutions). If the routing number is valid and active in Payroll’s records, the next field will populate with the bank name. If this field remains blank, the following error message will appear. Please re-enter with the correct routing number or contact Payroll at (713) 348-3410 or payroll@rice.edu so Payroll can add the routing number to the active master list.



Account Number: Enter your bank account number (which contain up to 17 characters for U.S. financial institutions).

Account Type: The account type will default to checking. If the account is a savings account, select Saving from the drop-down box.

Remaining Amount: **This field will only appear when adding an additional account.** This box should be checked for the account that should receive the remaining deposit of your pay. This checkbox will ensure that all of the remaining pay will be deposited into the account.

Amount or Percent: Enter the figure and also select amount or percent from the drop-down box. If depositing into one account, indicate 100 and keep percent as the default.

Payroll Deposit: Check if this account is to be used for payroll.

Accounts Payable Deposit: Check if this account is to be used for accounts payable. **NOTE:** Accounts Payable deposits can only be made to one bank account.

Click on Save to add the account. Repeat as necessary to add additional accounts.

** Once the direct deposit account(s) have been added, verify that the bank account(s) appear as expected under Payroll Allocation and Accounts Payable Deposit. **

Examples of How Deposits will be Processed

Payroll Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
JPMORGAN CHASE BANK	111000614	123456789**	Checking	1	25.00%	Active
JPMORGAN CHASE BANK	111000614	234567890	Savings	2	Remaining	Active

The payroll software processes these allocations by depositing 25% of the pay into the first (checking) account. Then, the remaining pay (75%) will be deposited into the second (savings) account.

Payroll Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
JPMORGAN CHASE BANK	111000614	123456789**	Checking	1	25.00%	Active
JPMORGAN CHASE BANK	111000614	234567890	Savings	2	75.00%	Active

The payroll software processes these allocations by depositing 25% of the pay into the first (checking) account. Then, 75% of the remaining pay (or 56.25% of the total pay) will be deposited into the second (savings) account. The remaining 18.75% of the total pay will be provided by a paper paycheck.

Changes to Existing Direct Deposit Accounts

Click on the Update Direct Deposit Allocation link to change existing bank information. [Step-by-step instructions are available at the Guide to Setting up Direct Deposit link.]

DIRECT DEPOSIT ALLOCATION

 Click on the "Add New Direct Deposit" link to add direct deposit information or the "Update Direct Deposit Allocation" link to update existing direct deposit information
[Guide to Setting up Direct Deposit](#)

Pay Distribution as of Dec 15, 2016

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
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Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution	Payroll	Accounts Payable
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[Update Direct Deposit Allocation](#)



Click on a Bank Name link to change an existing direct deposit allocation.

UPDATE DIRECT DEPOSIT ALLOCATION

IMPORTANT: Since there is no verification of direct deposit allocation(s) before processing the initial deposit(s), please provide accurate information to ensure the timely deposit(s) of your pay.

New Allocations: Add the 9-digit bank routing number (also known as the ABA number) and account number, indicate the allocation amount or percent, and also indicate whether the account should be used for payroll, accounts payable, or both (by checking the appropriate boxes). Then, click on Save.

Changes to Existing Allocations: If initiating changes to an existing Direct Deposit Allocation, click on the bank name and make the necessary change(s) to account type, amount or percent, and/or type of deposit. If the account should no longer be used for direct deposit, check the inactivate box. Then, click on Save.

For assistance with locating routing and/or account numbers, please refer to the [check image](#).

NOTE: Please indicate 100 percent in the amount or percent field if depositing pay into one account. For those depositing pay into multiple accounts, please check the remaining amount box for the account that should receive the remaining pay. This will ensure that all pay is deposited into bank accounts.

By clicking on 'Save', you authorize the Payroll department to initiate direct deposit debits or credits on your behalf. It is also understood that if a reversal is needed for a deposit made in error, the Payroll department will notify you before processing the reversal.

Payroll Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
JPMORGAN CHASE BANK	111000614	123456789	Checking	1	25.00%	Active
JPMORGAN CHASE BANK	111000614	234567890	Savings	2		Remaining Active

[Reorder](#)



Make the necessary changes to the account information.

UPDATE BANK ACCOUNT

Make the necessary change(s) to account type, amount or percent, and/or type of deposit. If the account should no longer be used for direct deposit, check the Inactivate box. Then, click on Save to update the account information.

Bank Name:	JPMORGAN CHASE BANK
Bank Routing Number:	111000614
Account Number:	123456789
Inactivate:	<input type="checkbox"/>
Account Type:	Checking

Remaining Amount:	<input type="checkbox"/>	
Amount or Percent:	25	Percent
Payroll Deposit:	<input checked="" type="checkbox"/>	
Accounts Payable Deposit:	<input checked="" type="checkbox"/>	

Save

Inactivate: Check the box to no longer use the account for direct deposit.

Account Type: Select checking or saving from the drop down box.

Remaining Amount: Check the box if the account should have the remaining pay deposited into the account.

Amount or Percent: Change the amount or percent as needed.

Payroll Deposit: Check or uncheck the box as needed.

Accounts Payable Deposit: Check or uncheck the box as needed.

Click on Save to update changes. Repeat as necessary to make changes to other accounts.

** Once all the necessary the changes have been made, verify that the bank account(s) appear as expected under Payroll Allocation and Accounts Payable Deposit. **

Payroll Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
JPMORGAN CHASE BANK	111000614	1234567890**	Checking	1	100.00%	Active

A Payroll deposit account can also be used as an Accounts Payable deposit account. However, Accounts Payable deposits can only be made to one bank account.

Accounts Payable Deposit:

Bank Name	Routing Number	Account Number	Account Type	Status	Address Type	Address Sequence	Note
JPMORGAN CHASE BANK	111000614	1234567890	Checking	Active			** Account also used in Payroll Allocation.