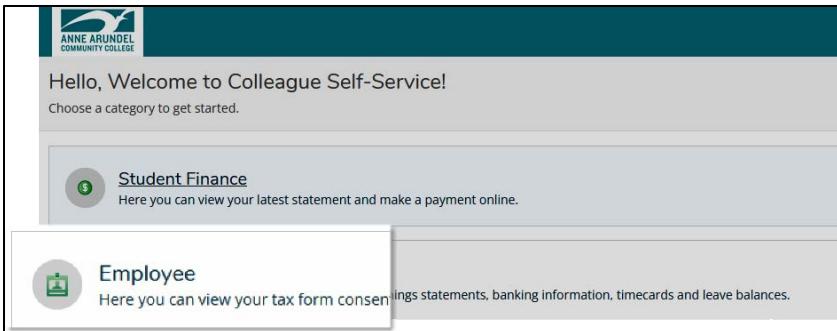


How to sign up for Payroll Deposits

Disbursements Office | 410-777-2792 | payroll@aacc.edu

Self-Service Banking Information for Payroll Deposits allows you to receive your paycheck via direct deposit to your personal checking or savings account(s). If an account isn't set up, your paycheck will be a paper check and mailed to your primary address on file.

1. Sign in to **MyAACC**: <https://portal.aacc.edu>
2. Select **Menu** in the upper left.
3. Select **SELF SERVICES**.
4. Select **Employee**. You will be taken to the Employee Overview page.



The screenshot shows the 'Employee Overview' page. At the top, it says 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' Below this, there are two main categories: 'Student Finance' (with a dollar sign icon) and 'Employee' (with a person icon). The 'Employee' category is highlighted with a white background and a thin border. It contains the text 'Here you can view your tax form consents, banking information, timecards and leave balances.'

5. Select **Banking Information**.
6. Click **Add an Account** and then click activate for **Payroll Deposits**. Follow the next screens to set up your account.



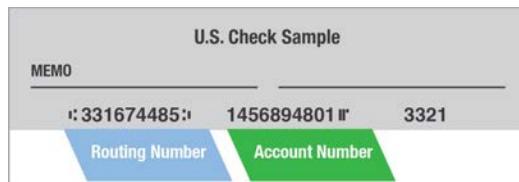
The help button located in the upper right corner will provide information on how to manage your payroll deposit. It will provide information on how to:

- ✓ Set up your direct deposit account(s).
- ✓ Change or update the amount designated for deposit to your existing or new accounts.
- ✓ Stop your direct deposit.

Important Information

Prior to setting up your direct deposit, please have your bank's routing number and your account number available. Please be sure you use your bank account number, not your debit card or credit card number. The system will validate routing numbers but it cannot validate account numbers. Your account number will be verified with the first payroll run after your direct deposit effective date.

You can have multiple bank accounts in which to have your pay deposited.



Security Feature – You will receive an email alert every time a change is initiated to your direct deposit information. This email will be sent to your aacc.edu email address.