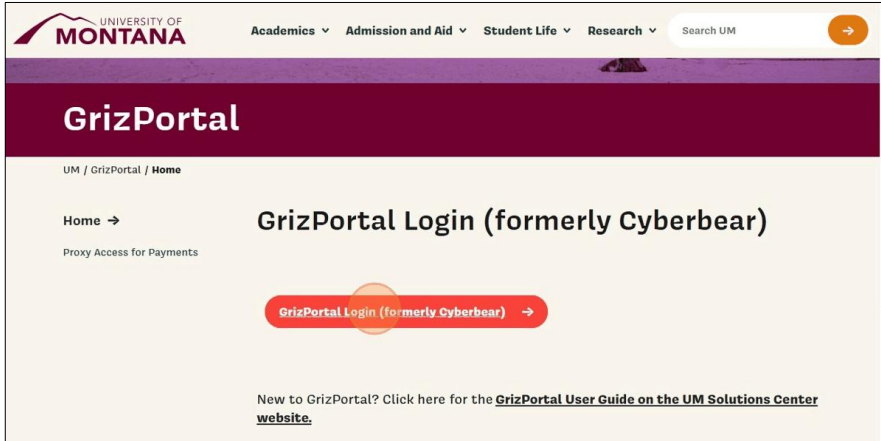


How To Set Up Direct Deposit Information in GrizPortal

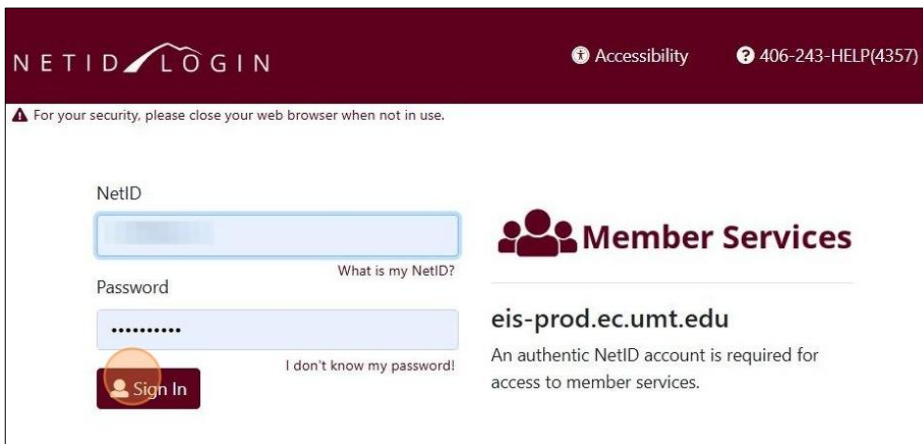
All paper paychecks may be picked up in the Workforce Support Center, Lommasson Center, Room 229.

Please bring a photo ID with you when you are picking up a paycheck.

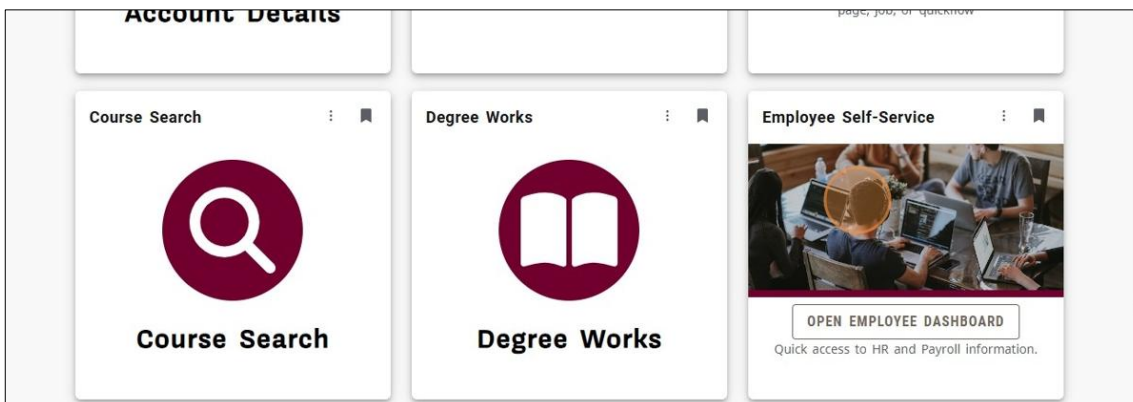
1. Navigate <https://www.umt.edu/cyberbear/> and click "GrizPortal Login (formerly Cyberbear)"



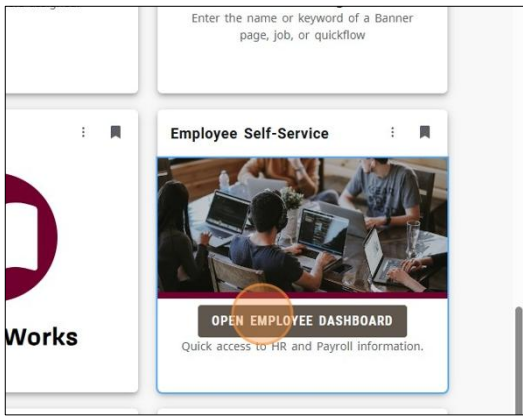
2. Enter your credentials and click "Sign In"



3. Scroll Down to locate the "Employee Self-Service" Box
(If you don't see it, scroll to the top of the page and click "View All Cards")



4. Click "Open Employee Dashboard"



5. Click "Direct Deposit Information"



6. Click "Proposed Pay Distribution" (NOT Accounts Payable)



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7. Click "Add New"



8. Click the "Bank Routing Number" field and enter your bank's routing number.

Add Payroll Allocation

Bank Routing Number	Account Number	Verify Account Number
Bank Routing Number	Account Number	Verify Account Number
Bank Name	Account Type	Priority

Click the "Account Number" field and enter your account information.

The screenshot shows a web form titled "Add Payroll Allocation". It contains three input fields: "Bank Routing Number", "Account Number", and "Verify Account Number". Each field has an information icon (i) to its right. The "Account Number" field is highlighted with a yellow circle and a blue border, indicating it is the current focus.

9. Click the "Verify Account Number" field and enter your account information again.

This screenshot shows the same "Add Payroll Allocation" form. The "Verify Account Number" field is now highlighted with a yellow circle and a blue border, indicating it is the current focus.

10. For just one account, select "Use Remaining Amount".

The screenshot shows the "Amount" section of the form. It contains three radio button options: "Use Remaining Amount", "Use Specific Amount", and "Use Percentage". The "Use Remaining Amount" option is selected and highlighted with a yellow circle.

11. Click to authorize the direct deposit.

This screenshot shows the "Amount" section of the form. It contains three radio button options: "Use Remaining Amount", "Use Specific Amount", and "Use Percentage". The "Use Remaining Amount" option is selected. Below these options is a checkbox labeled "By checking this box, I authorize the institution to initiate direct credits or debits on my behalf". This checkbox is selected and highlighted with a yellow circle. At the bottom of the form are two buttons: "CANCEL" and "SAVE NEW DEPOSIT".

12. Click "SAVE NEW DEPOSIT"

This screenshot shows the same "Amount" section of the form. The "SAVE NEW DEPOSIT" button is highlighted with a yellow circle.

After your direct deposit is set up, you will get 1-2 paper paychecks while your direct deposit goes through the "Prenote" process. All paper paychecks may be picked up in the Workforce Support Center in the Lommasson Center, Room 229. Please bring a photo ID with you when you are picking up a paycheck.

Direct Deposit: Written Instructions

University of Montana employee direct deposit must be set up by the employee in GrizPortal (was CyberBear), the employee and student online portal/database. New employees can set up direct deposit once they have started work and their employee ID number and NetID are assigned. **If direct deposit is not set up, all paychecks will be picked up in the Workforce Support Center, Lommasson Center, Room 229. Please bring a photo ID with you when you are picking up a paycheck.**

Soon the University of Montana will be requiring UM Duo Multi-Factor Authentication for GrizPortal access and other services. If you are not already using UM Duo MFA, protect your GrizPortal account by enrolling now on the UM IT website.

To set up your direct deposit:

1. Sign into GrizPortal and scroll down to the “Employee Self-Service” card.
2. If you do not see the Employee Self-Service” card, scroll to the top and select “View All Cards”
3. Click on “Open Employee Dashboard”
4. From here you will be taken to the home page for your employee dashboard. On the main screen, underneath Pay Information, click the button that says “Direct Deposit Information”.
5. Select “Proposed Pay Distribution” (NOT Accounts Payable) and click “Add New”.
6. Enter your bank routing number and account number, and confirm the account number.
7. Choose the account type (checking, savings, or other). Note that the bank name is auto-populated once you enter the bank routing number.
8. If you only have one bank account, click “Use Remaining Amount”
9. If you’d like to add another bank account, follow the instructions above for the second account.
10. Under “Amount”, you can choose how much of your paycheck goes into each account. This will be a percentage or a dollar amount.
11. Check the box that states, “By checking this box, I authorize the institution to initiate direct credits or debits on my behalf”.
12. Click “Save New Deposit”

IMPORTANT:

New direct deposits go through a **prenote process**. Prenoting is a security measure in which the information on the direct deposit is confirmed with the bank electronically to make sure it is correct. The direct deposit is not active during prenoting, so the first 1-2 paychecks after the direct deposit is set up will be paper checks. **All paper paychecks will be picked up in the Workforce Support Center, Lommasson Center, Room 229. Please bring your photo ID with you when you come.**