

Directions for Viewing Your Direct Deposit Paystub

In order to view your actual check stub in a secure PDF version, you must set up a password. Simply follow the instructions to log in and set up your password:

1. Log onto www.utica.edu/hr/directdeposit.cfm
2. The screen will read, "Utica University Login". Follow the directions to log-in.
3. The screen now reads, "Direct Deposit Distribution." Click on "email" selection and follow the instructions to set your secure PIN for this function.
4. The next screen will read, "Direct Deposit Distribution confirmation."
5. You will receive an email notification when payroll is processed indicating your paystub is ready for viewing on your email. (It will come from noreply@utica.edu)
6. If you don't select "email" as your selection, the default option will be the Web for Employees option for viewing your pay information.

It's as easy as that! To sign up for Direct Deposit, click on www.utica.edu/hr/directdeposit.cfm and choose "Forms" on the left side of the screen. You will see the Direct Deposit form choice under payroll related forms. Print one out and send it to the Office of Human resources with either a voided check or an authorization form from your financial institution indicating your bank's routing number and your account number.

If you have previously signed up and have forgotten your password, go to www.utica.edu/hr/directdeposit.cfm and use your Utica login. Your previously selected password will appear on the right of the screen.

If you have any questions, please contact the Office of Human Resources at 792-3276 for assistance.