Entering Direct Deposit Information in BlueSky

Direct Deposit is the preferred method for receiving pay. Direct deposit is more secure than postal delivery and allows for more timely access to your pay since funds are available immediately on payday. You may choose to have as many as four accounts into which your net pay is deposited.

If you do not elect to use direct deposit, your check will be mailed on payday to the Home Address listed in BlueSky and is subject to postal delivery delay.

To sign-up for direct deposit, complete the following step.

From the Home screen, click on the Pay tile.

On the next screen, click on the Payment Methods tile.
On the next screen click the Add button to add a direct deposit method.

On the My Payment Methods screen, enter your bank information on the form. Note, the “What do you want to call this payment method” box is a freeform nickname field for the employee’s reference (e.g., “My Chase Savings Account”). If this is the first-time entering bank information, there is no need to include anything in the Bank Account field. Once the information is entered, click the Save button.

By default, this account will receive 100% of the employee’s net pay. If the employee would like to enter another account to receive some portion (percentage or dollar amount), click the Add button to add another account.
On the My Payment Methods screen, enter the bank information, along with either the percentage or dollar amount of pay this account should receive. Please note that you must first enter a bank name before searching for the routing number within the Bank Branch section.

The above example shows that the My Chase Checking Account will receive 50% of the employee’s pay and the first account entered, “My Chase Savings Account”, will receive the remaining amount of the employee’s pay. In this case, the pay is split evenly between the savings and checking account.

To edit direct deposit information already entered, on the My Payment Methods page, click the pencil icon and edit, as needed.

Employees can enter as many accounts as they would like to divide their pay, as they like.

To be included in the next regular payroll, direct deposit information must be entered by the Monday prior to the check date. Please contact Payroll Services at 312-362-8692 or payroll@depaul.edu with any questions.