



## **Lamar University Direct Deposit Procedure**

The payroll office does not accept requests to add or change direct deposit information via phone or email. Employees must make changes via the Banner Self-Service system. Payroll staff can only answer questions through phone/email if an employee has inquiries on how or where to enter direct deposit information.

If you need assistance setting up your direct deposit, please visit the Payroll office in the Plummer Building, Room 100. We have a computer set up and can assist you with the process. You will need your bank routing number and account number. The payroll office can be reached at [payroll@lamar.edu](mailto:payroll@lamar.edu).

### ***How to add/update/review Direct Deposit Allocations:***

1. Navigate to [www.lamar.edu/luconnect](http://www.lamar.edu/luconnect)
2. Click on Banner Self-Serv
3. Login with L number and pin
4. Click on "Employee"
5. Click on "NEW Employee Self-Service" (system may ask you to log in again)
6. Click on "Direct Deposit Information"
7. Select "Add New" on the right
8. Enter your banking information
9. Check the box at the bottom to authorize
10. Save Changes

To *UPDATE* direct deposit information, please select your current information, click "delete," & then choose "Add New."

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At this time, employees must access Banner through Lamar University's network to add/update direct deposit information, otherwise, they will receive an error stating they must access Banner through a VPN. The IT service desk can assist with VPN setup. (409-880-2222), or you can follow this link to set up VPN:

<https://www.lamar.edu/it-services-and-support/remote-access-service.html>

**Note:** Did you know Lamar University has a bank on campus? If you need assistance setting up a bank account, please visit Neches Federal Credit Union located inside the Setzer Center!