Online Direct Deposit Instructions

1. Navigate to the University portal, My Pitt, at my.pitt.edu
2. Enter your University Computing Account username and password.
3. Click on the “Log In” button.
4. Click on the “PRISM Login” link.
5. Select “PHR Employee Self-Service” responsibility.
6. Select “Direct Deposit”

**To enroll in Direct Deposit:**
- Click the “Add a New Direct Deposit” button

**To change your Direct Deposit Information:**
- Select the Update Icon to change your account information

7. Select Checking or Savings
8. Input your Account Number and Transit/Routing Number

9. After selecting a Transit/Routing Number, enter the first letter of your Bank Name and then hit enter or click the magnifying glass next to the Bank Name and then click Go, and Quick Select next to your Bank Name
10. Click “Apply”
11. Click “Continue” and review your changes
12. Select “Submit”
13. A confirmation email will be sent to your Pitt email account

**To Delete your Direct Deposit Information:**
- Select the Delete Icon and follow steps 10 through 13

*Never leave your computer unattended. Always log out when you are done or lock your computer if you will be away from your desk.*

**Changes made 2 business days prior to the biweekly payday are not guaranteed for the current period. Changes made 4 business days prior to the monthly payday are not guaranteed for the current period. EXCEPTION: Changes made for December Monthly processing are not guaranteed if made after December 12th for the December payday. If your bank routing number is not available or you need further information regarding effective dates, please submit an inquiry at: www.cfo.pitt.edu/payroll/inquiries.php.