

DIRECT DEPOSIT

INSTRUCTIONS VIA PEOPLESOFT

STEP 1

Access PeopleSoft

Reminder: you will need your Harvard ID and your Harvard Key to log in!

Once logged in - on the Self Service Tab select "My Pay".

STEP 2

From here choose the link to Direct Deposit.

Enter your account information (your bank's routing number & your account number).

STEP 3

The final and most important step:
Remember to hit save!

PLEASE NOTE:
YOUR M4 AND W4
TAX FORMS CAN BE
FILLED OUT ON
MYPAY TILE ON
PEOPLESOFT!