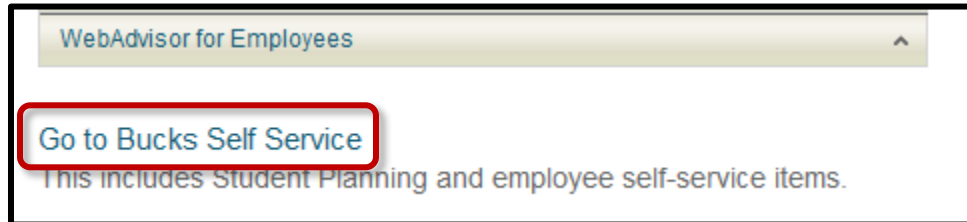


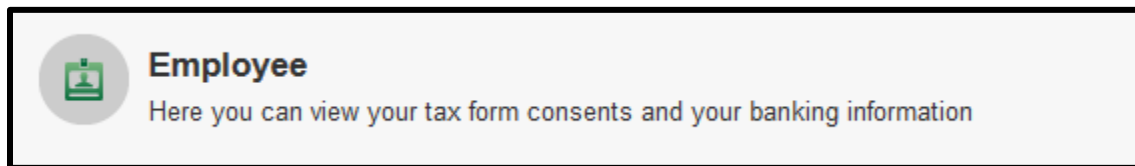
## Modifying Banking Information through Bucks Self Service

Bucks Self Service will allow employees to view or modify direct deposit and reimbursement options online. All changes made through the Self Service site will take one disbursement cycle to verify.

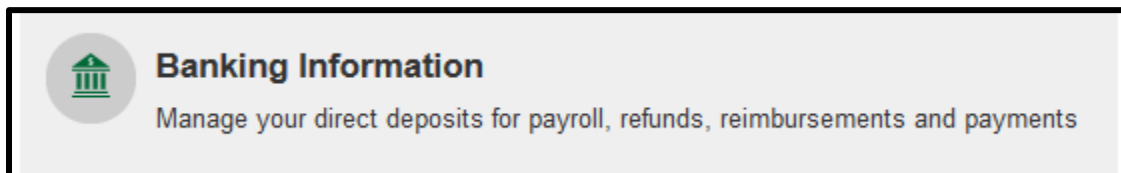
1. Open MyBucks and sign in, <https://portal.bucks.edu/>. Click the **Bucks Self Service** link on the right side under Apps for Employees and WebAdvisor.



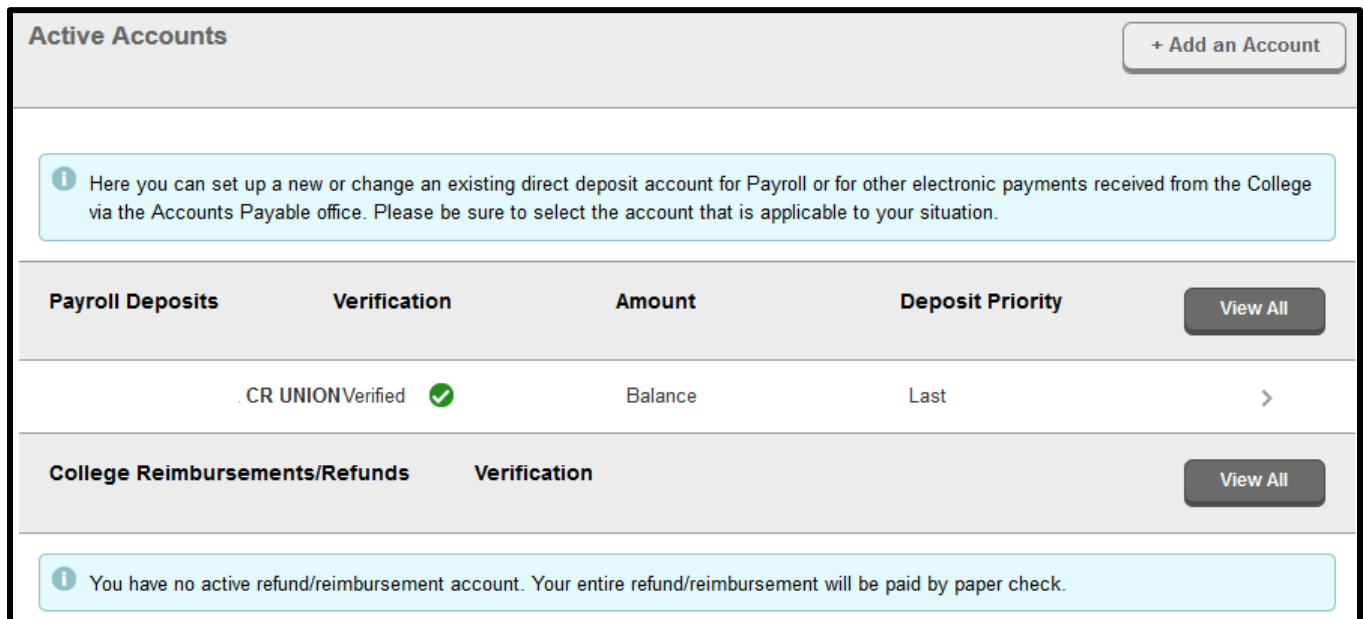
2. After signing in to Self Service, click the **Employee** tab.



3. Click **Banking Information**.



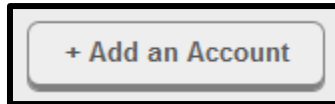
4. Your current active accounts for both payroll deposits and college reimbursements can be viewed here. Click **View All** next to either option to see expanded details for each.



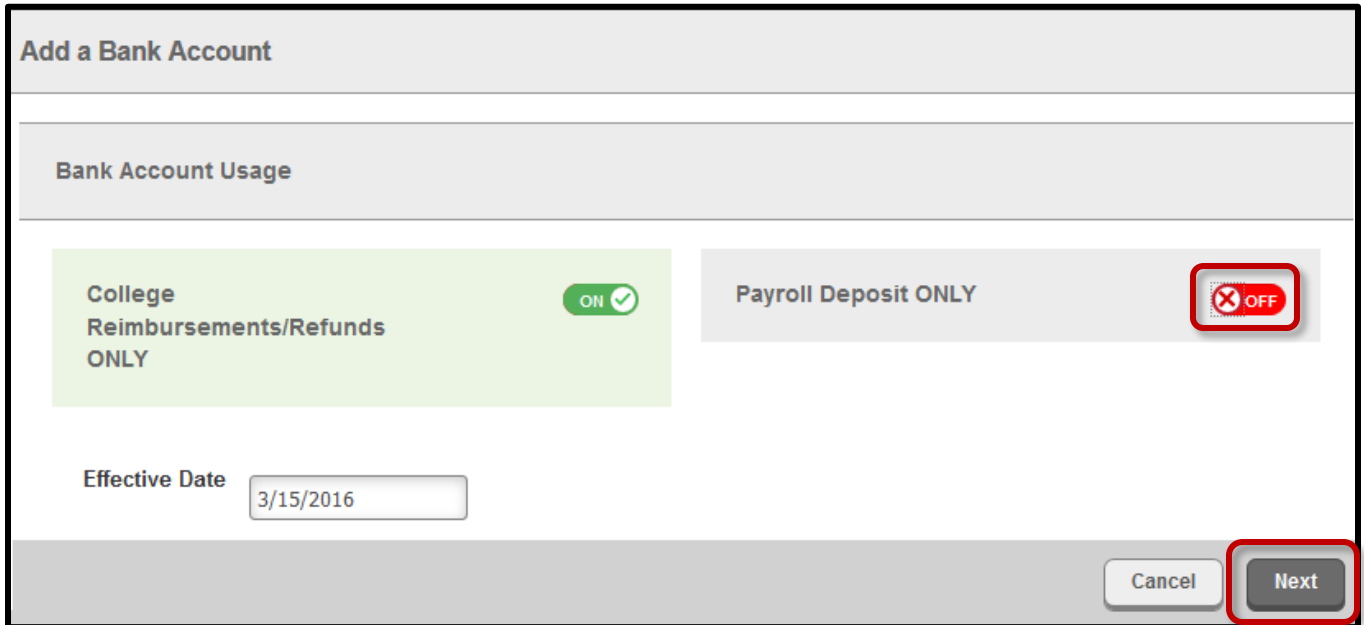
A screenshot of the 'Active Accounts' page in the Bucks Self Service interface. The page has a header with the title 'Active Accounts' and a '+ Add an Account' button. Below the header is a light blue informational box with an information icon and text: 'Here you can set up a new or change an existing direct deposit account for Payroll or for other electronic payments received from the College via the Accounts Payable office. Please be sure to select the account that is applicable to your situation.' Below this is a table with two sections: 'Payroll Deposits' and 'College Reimbursements/Refunds'. The 'Payroll Deposits' section has columns for 'Payroll Deposits', 'Verification', 'Amount', and 'Deposit Priority', with a 'View All' button. The 'College Reimbursements/Refunds' section has columns for 'College Reimbursements/Refunds' and 'Verification', with a 'View All' button. Below the table is another light blue informational box with an information icon and text: 'You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.'

Payroll Deposits	Verification	Amount	Deposit Priority	View All
CR UNION	Verified	Balance	Last	>

5. Click **Add an Account** to establish a new direct deposit or reimbursement.



6. By default, both options will be selected (indicated by the green **ON** ✓ switch). You will need to toggle the other switch off to edit the details. For instance, if you wish to edit college reimbursement/refunds, you must toggle the payroll deposit to **✗ OFF**. Click **Next** to proceed.



**Add a Bank Account**

**Bank Account Usage**

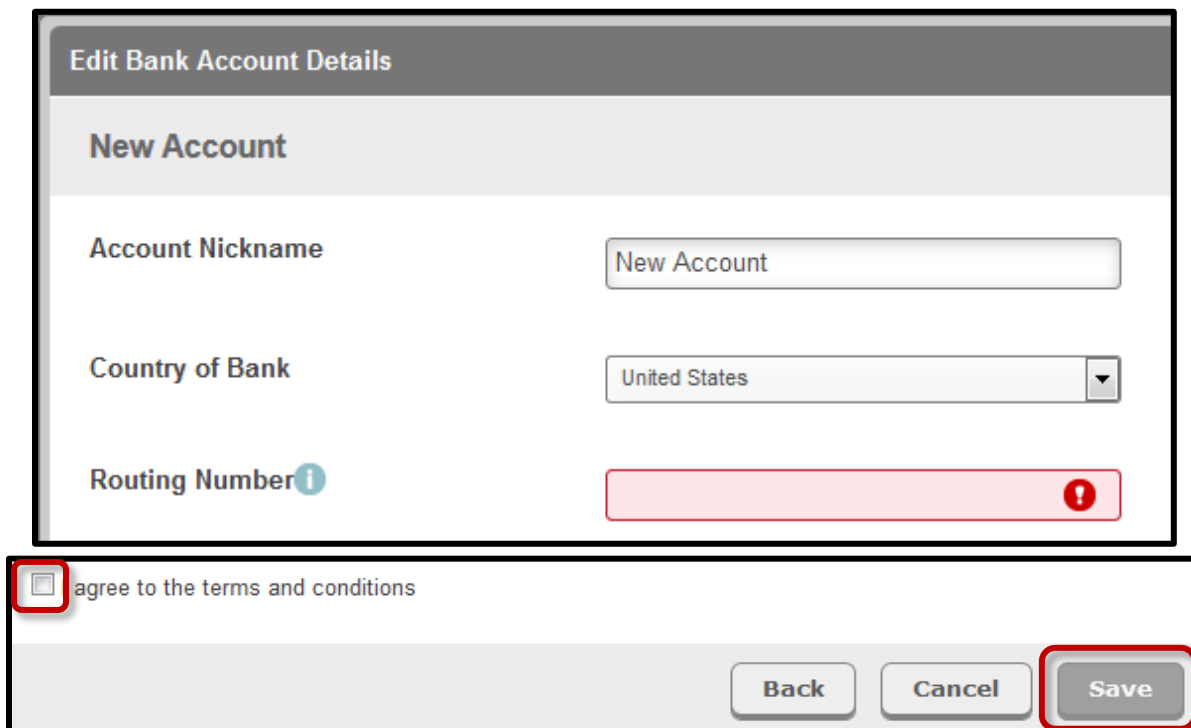
College Reimbursements/Refunds ONLY **ON** ✓

Payroll Deposit ONLY **✗ OFF**

Effective Date: 3/15/2016

Cancel Next

7. Enter all details required for your bank account. You must check “I agree to the terms and conditions” and click **Save** when you are finished.



**Edit Bank Account Details**

**New Account**

Account Nickname: New Account

Country of Bank: United States

Routing Number: [Red Error Icon]

I agree to the terms and conditions

Back Cancel Save