**Direct Deposit** is the required payment method for all University Employees and can be set-up electronically through ConnectCarolina. To set up Direct Deposit, log in to ConnectCarolina with your ONYEN and password and click **Direct Deposit** under Self Service. Employees must have Duo 2-Step enabled to access **Direct Deposit**.

Setting up Duo 2-Step

To access Direct Deposit in ConnectCarolina employees must have activated **Duo 2-Step Verification**.
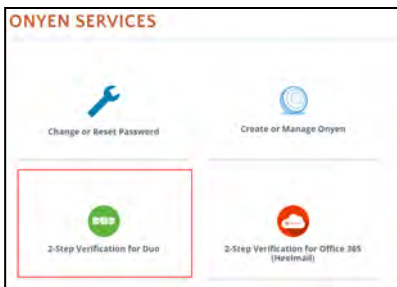

1. Open Google Chrome or Firefox and navigate to https://onyen.unc.edu.

2. Click **2-Step Verification for Duo**

3. Submit employee verification information: **PID**, **Last 4 digits of SSN**, **Employee birthday**

If you do not have a Social Security Number (SSN) enter your PID, birthday, and answers to three Security Questions.

4. It is recommended to use 2-Step Authentication with a smartphone and the Duo App. Download the free app from the App Store or Google Play Store.

5. From the "What Type of Device Are You Adding" screen, select **Mobile Phone**

6. Choose the country associated with your mobile phone

7. Enter your phone number

8. Click **Continue**

9. Choose the operating system of your mobile device
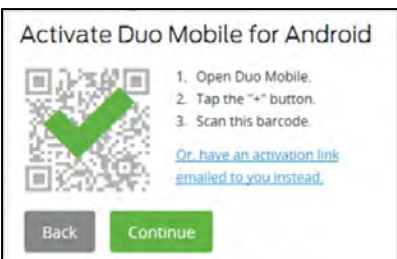
10. Click **Continue**

11. Open the Duo Mobile Application on your mobile device

12. Click the + button

13. Scan the barcode

14. Choose how you would like to be notified and click **Finish**

15. For help on setting up other devices go to https://help.unc.edu/help/duo/

Setting Up Direct Deposit

1. Open Google Chrome or Firefox and navigate to https://connectcarolina.unc.edu/

2. Click **Log in to ConnectCarolina and InfoPorte**

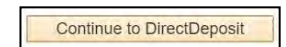3. From the Self Service home page, click the **My Pay and Taxes** tile.

4. Click **Direct Deposit**
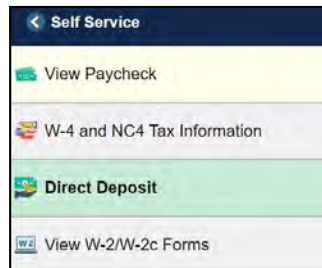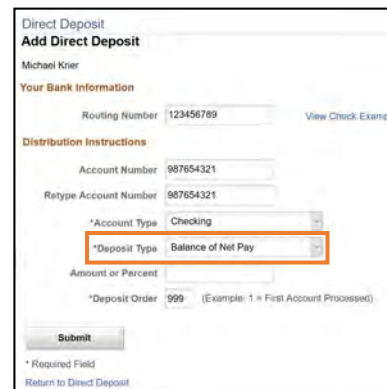

5. Click **Verify with 2-Step**

6. Click **Continue to DirectDeposit**

7. Click **Add Account**

8. Enter in the Routing Number and Account Number for the **Savings or Checking Account** you wish to use

9. *ConnectCarolina will check for correct Routing Numbers but not correct Account Numbers. Please doublecheck that you've entered your account number correctly in both fields.*

10. Select **Balance of Net Pay** for Deposit Type

11. Click Submit

Making Changes to Direct Deposit Account

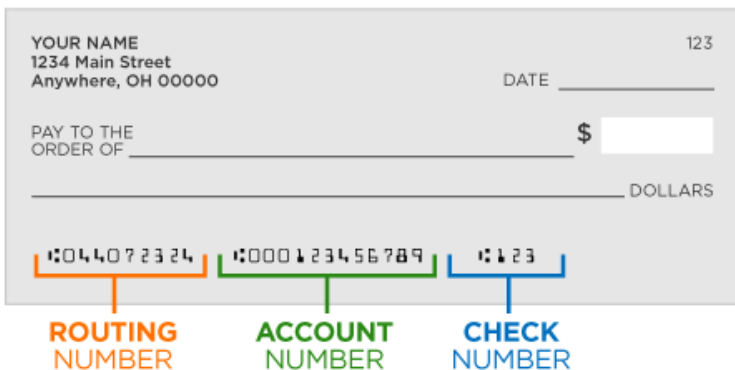To make changes log in to ConnectCarolina and Direct Deposit

• **Note:** ConnectCarolina requires you to have at least one account set up, so if you only have one, you'll need to change it rather than deleting it and then adding another account.

• Click **Edit** to change Routing and Account Numbers

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	311992904	987654321	Balance of Net Pay		999	✏️	🗑️

• All single accounts should be set to **Balance of Net Pay**.

Additional Tips

Example Check

YOUR NAME
1234 Main Street
Anywhere, OH 00000

DATE _____

PAY TO THE
ORDER OF _____ $ [____]

_____ DOLLARS

⑆044072324⑆ ⑆000123456789⑈ ⑆123⑆

ROUTING NUMBER   **ACCOUNT** NUMBER   **CHECK** NUMBER

Account Types Supported

Direct Deposit at UNC-Chapel Hill supports only savings and checking accounts at US credit unions and banking institutions. Money market, 401k, and brokerage accounts are **not** supported by Direct Deposit. Routing numbers for these accounts will not be accepted by Direct Deposit.

All UNC-Chapel Hill Employees should have a valid US checking or savings account to use with Direct Deposit.

Glossary

Routing Number: the nine digit code for your bank (1)

Account Number: your specific account number (2)

Deposit Types: Denotes how pay is split between accounts

  Balance of Net Pay: Denotes that this account will receive the leftover amount of your paycheck after applying percentages and amount rules. All employees should have a balance of net pay account. This is also the account reimbursements from accounts payable will be sent to.

  Percent: Denotes that this account will receive a specified percent of your paycheck. When using percent ensure that all accounts represent 100% of a paycheck and that one account is set to accept Balance of Net Pay.

  Amount: Denotes that this account will receive a specific amount of your paycheck. When using amounts include one account set to accept Balance of Net Pay.

Deposit Order: The order in which employee's paycheck is deposited into their accounts. Each account/action must have a unique priority number. The balance of net pay account with deposit order 999 will be used for reimbursements.

Duo 2-Step Authentication: A verification method to secure online access to sensitive information. Upon logging in users are sent a secondary login push or code to a separate device.

Additional Resources

• Duo 2-Step Authentication Set Up Guide: https://help.unc.edu/help/duo/

• Duo 2-Step Authentication User Video: https://youtu.be/3Bfi57RP4LM

• Onyen Online Services: https://its.unc.edu/onyen-services/

• Multiple Account Set up Direct Deposit QRC: https://go.unc.edu/multiple-deposit-guide

• FAQs on Direct Deposits http://go.unc.edu/directdeposit

• For additional Help contact 962-HELP or visit help.unc.edu