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 double check 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

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Deposit Type</th>
<th>Amount or Deposit Percent</th>
<th>Order</th>
<th>Edit</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>311902904</td>
<td>987654321</td>
<td>Balance of Net Pay</td>
<td>999</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### Additional Tips

#### Example Check

<table>
<thead>
<tr>
<th>YOUR NAME</th>
<th>1234 Main Street, Anywhere, OH 00000</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAY TO THE ORDER OF</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>ROUTING NUMBER</td>
<td>ACCOUNT NUMBER</td>
<td>CHECK NUMBER</td>
</tr>
</tbody>
</table>

#### 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/](https://help.unc.edu/help/duo/)
- **Onyen Online Services:** [https://its.unc.edu/onyen-services/](https://its.unc.edu/onyen-services/)
- **Multiple Account Set up Direct Deposit QRC:** [https://go.unc.edu/multiple-deposit-guide](https://go.unc.edu/multiple-deposit-guide)
- **FAQs on Direct Deposits** [http://go.unc.edu/directdeposit](http://go.unc.edu/directdeposit)
- For additional Help contact 962-HELP or visit help.unc.edu