



TRAVEL & EXPENSE DIRECT DEPOSIT AND USER DEFAULTS FOR FACULTY AND STAFF

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Travel & Expense Direct Deposit and User Defaults**



Banking Information

Banking information is fed from PeopleSoft Human Resources nightly.

- Review your bank accounts in [PeopleSoft Human Resources](#)
- Click on the **Payroll and Tax** tile.

- Select **Direct Deposit** on the left side menu.

- To delete accounts no longer in use, select the account from the menu then click the **Remove** button, or email [Payroll Services](#).
- If there is only one bank account for payroll direct deposit in PeopleSoft HR, this will be the default account for direct deposit of travel and expense reimbursements.
- If there are multiple bank accounts listed, the **Balance Account** (t)JT1 1 T f088.640.77 0 812 T 37r36



Sample Warning Messages:

- The Project is closed or the end date has been reached or is near, so it cannot be used on a default chartstring.
- You must select a value for all required chart fields for the default chartstrings. All chart fields are required except Projects Business Unit, Project Re t

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