Direct Deposit Instructions:

You will need to know your Personnel Number and NetId prior to setting up this information. The administrative specialist in your department should be able to assist you with providing your Personnel Number and NetId. You will also need to have your dual factor authentication set up prior to entering your direct deposit information. You will find the information to set up your dual factor authentication at: UT Martin

There are two ways to submit this information. The IRIS web portal or the direct, secure website

**OPTION 1:**
Instructions using the IRIS portal:

You will need to have your Personnel Number and NetId in order to access this link. Please log in to the following link: [https://irisweb.tennessee.edu/irj/portal](https://irisweb.tennessee.edu/irj/portal).

Click on Employee Self-Service

On the left-hand side of the page you will see: Benefits and Payment

Under this you will see:

Clink here and another page will appear. Your name and personnel number should appear on this page. Please mark if you are monthly or biweekly paid; fill in the last four of your Social Security Number; and Date of Birth.

You will then complete the information under Primary Account.

Attach a copy of your banking information. This can be a voided check or a typed memo from your bank. If you have a memo please make sure it includes the banks name, your name, routing number and account number.
You will repeat the process if you desire to have a Secondary or Travel Account noted on your record. Type in your name and click Submit.

**Employee Signature:**

<table>
<thead>
<tr>
<th>type name for signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature Date: 02/10/2022</td>
</tr>
</tbody>
</table>

Submit

**OPTION 2:**

Instructions for using the secure web site:

You will need to have your NetId and Password available prior to beginning the process. You will also need to have your dual facto authentication set up prior to logging in. Key in that information and click Login.

LOGIN

You will be directed to select the Duo Push or Passcode.

Choose an authentication method

- [ ] Duo Push *RECOMMENDED*
- [ ] Passcode

Send Me a Push

Enter a Passcode

A new page will appear. You will see that your name and personnel number are pre-populated. Please mark if you are monthly or biweekly paid; fill in the last four of your Social Security Number and Date of Birth.

<table>
<thead>
<tr>
<th>Monthly Biweekly</th>
<th>Verify Last 4 of SSN:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>0000</td>
<td>mm/dd/yyyy</td>
</tr>
</tbody>
</table>

You will then complete information under Primary Account.

**Primary Account:**

Attach a copy of your banking information. This can be a voided check or a typed memo from your bank. If you have a memo please make sure it includes the banks name, your name, routing number and account number.
You will repeat the process if you desire to have a Secondary or Travel Account noted on your record. Type in your name and click Submit.

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Submit