Direct Deposit Changes for Current Employees
Instructions

The University of Tennessee System requires all employees to receive their paycheck by direct deposit. The benefits provided by direct deposit are convenience, timeliness, and security. Any direct deposits changes will need to be completed through the Employee Self-Service via IRIS portal or the UT Direct Deposit secure web site. Both sites require the use of dual factor authentication. **All changes made by the time entry deadline for your pay cycle will be effective for that payday.**

Employee Self-Service Entry (Option 1)

1. Go to MyUT (https://irisweb.tennessee.edu/irj/portal)

2. Select Employee Self-Service

3. Select Benefits and Payment

4. Select Direct Deposit

5. Once the web application opens select the correct payroll cycle. (i.e. Bi-Weekly or Monthly)

6. Enter "Employee Name"

7. Enter "Employee Additional Info"

8. Enter the bank routing number and account number of the "Primary Account". **Re-enter the primary bank account number, select a checking/savings preference and upload a picture or pdf of a cancelled check or another document showing the account number and routing number.**

9. If you wish to add a secondary account or travel bank, enter the primary account details (again) and enter the secondary and/or travel bank details and upload the required information.

10. Once submitted, you will receive an email confirmation.

UT Direct Deposit secure web site (Option 2)

1. Go to https://directdeposit.tennessee.edu

2. Select the correct payroll cycle. (i.e. Bi-Weekly or Monthly)

3. Enter "Employee Name"

4. Enter "Employee Additional Info"

5. Enter the bank routing number and account number of the "Primary Account". **Re-enter the primary bank account number, select a checking/savings preference and upload a picture or pdf of a cancelled check or another document showing the account number and routing number.**

6. If you wish to add a secondary account or travel bank, enter the primary account details (again) and enter the secondary and/or travel bank details and upload the required information.

7. Once submitted, you will receive an email confirmation.

If you have questions, please contact the UT System Payroll Office at 865-974-5251.