Direct Deposit
Quick Guide

Description: The University of Maine System (UMS) encourages employees to take advantage of a direct deposit of their paycheck into the bank account(s) of their choice. Certain collective bargaining contracts require direct deposit and failure to do so could lead to disciplinary action. It is the employee's responsibility to maintain current, accurate data. This topic covers how to change your Direct Deposit information using Employee Self-Service Direct Deposit.

Step by Step Guide To Start or Update Direct Deposit

Step 1 Log in to https://mainestreet.maine.edu, (use Internet Explorer for best results) and click Employee Self-Service > Payroll and Compensation > Direct Deposit. You will see a list of your current accounts.

Step 2
To update an existing account click Edit next to the appropriate account that you would like to edit.

To set up a new direct deposit account, click Add Account.

Step 3 Ensure the following information is entered accurately:
   1. Enter your bank’s Routing Number
   2. Enter your Account Number
   3. Select Account Type—Checking or Savings
   4. Select Deposit Type—Percent, Amount or Balance
   5. Enter the Amount or Percent to be deposited per pay period. (leave blank if Balance was selected)
   6. Enter the number of Deposit Order (lowest number processes first)
   7. Click Submit

Why Direct Deposit?
⇒ Eliminates trip to bank
⇒ Automatic deposit when away from home
⇒ Eliminates lost or stolen checks
⇒ Minimizes issues with delivery services out of the University’s control such as the weather

Step by Step Guide To View Paycheck

Step 1 Log in to https://mainestreet.maine.edu, (use Internet Explorer for best results) and click Employee Self-Service > Payroll and Compensation > View Paycheck.

Step 2
To view a paycheck, click Check Date next to the check that you would like to view.
   1. Click Print Statement to generate pdf version for printing or saving.