CTE Internship Direct Deposit Manual

Items Needed

Getting paid by direct deposit is fast and easy! To sign up, you will need your Bank's routing number, your savings or checking account number, account type and the name of your bank. Be sure to secure this information before you get started.

1. **Bank's Routing Number** (*9-digit number*)
2. **Bank Account Number** (*Account numbers vary by bank*)
3. **Bank Account Type** (*Checking or Savings*)
4. **Name of Bank** (*Chase, Bank of America, Santander, etc.*)
5. **Please make sure your account is still active before signing up!**

Introducing Split Payments

You now have the option to have your pay direct deposited into one or two bank accounts. By splitting your pay into two deposits, you can send a portion of your pay to savings.

Getting Started

To get started, take a look at the following pages which will guide you through the direct deposit sign up process. Then, when you are ready to sign up, head to the CTE Participant Site at https://participant.nycdoeopsr.org/

There is no deadline to sign up for direct deposit – You can sign up anytime throughout your Internship. When signing up, please be sure to enter your correct information.

Participants: Please make sure to enter the correct bank routing number and savings or checking account number in order to request direct deposit service. If you have questions, please check with your financial institution to be sure you have the correct information and your account is active prior to signing up for direct deposit. If the information you provide is incorrect, and we are unable to deposit funds into your account, you will be paid via a payroll card. **If you would like to cancel your direct deposit at any time, please let your Coordinator know. You will be paid via a payroll card.**

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PARTICIPANTS

Welcome.

You can view your information as well as your pay status.

Enter your login name and password below, and click "Login" to view your information.
To obtain your login name and password, click "Register" to set up your account.

Login

Login Name:

Password:

Login

Forgot your password?

Forgot your Login Name?

Register for the Participant Site

New users:
Register for the site and create a login name and password for easy access.

Returning Participants:

Type in your existing login name and password and select "Login."

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Register for the Participant Site

Answer all of the security questions below to create an account.
Please make sure that the information you provide below matches what we have on record for you.

Last 4-digits of your Social Security Number:

Zip code:

Date of Birth: **(MM/DD/YYYY)**

Please Pick Your School:

Continue   Cancel

If you successfully and correctly answer these questions, you will be automatically taken to the sign up process.

Enter your information and select "Continue."

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Create Login for the Participant Site

Login Name: _____

Password: _____

Retype Password: _____

Your new password should be 8 to 15 characters long and contain only numbers and/or letters. Passwords must contain one character that is numeric and one character that is a letter.

Email Address: _____

[Continue] [Cancel]

Enter a Login Name, Password, and Email Address and select "Continue."

Remember your Login and Password and do not share it with anyone.

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Welcome John Smith

| My Information | Hours History | Pay History | Change Password | Sign Up For Direct Deposit | W2 | Logout |

The following is the information we have on file for you. If anything is incorrect or missing, please contact your School. Keep in mind that changes to your information could take up to a week to appear on the website.

Name: Name

Address:

Apartment: Address Info

City, State, Zip:

School: School Info

Select "Sign Up for Direct Deposit."

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Step 1 of 3

To set up direct deposit, you will need your bank's Routing Number and your bank account number. The Routing Number is used to identify your bank uniquely with the direct deposit system.

Direct Deposit to a bank account is one of the choices you have to receive your pay. If you wish to be paid by Direct Deposit, you must have a bank account and sign up online for Direct Deposit before 05/01/2016. Banks require us to confirm your bank account prior to your first payroll, therefore it is important that you sign up before the deadline.

Due to the short nature of the program, we cannot accommodate changes to your selected method of pay. If the bank does not confirm the information you provide, your pay will go to your payroll card account instead so that you can be paid on time.

Please enter your Direct Deposit Information

Bank Name:
Bank ABA Number (Routing Number):
Your Bank Account Number:
Account Type: ▼

[Continue] [Cancel]

Enter your Bank Account information in these fields and select "Continue."

PAY TO THE ORDER OF _____ $___

FOR _____

⑆122105278⑆ 672430 1068⑈ 2400⑈

Routing Number   Account Number   Check Number

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Welcome Yerdenson Abreu

Step 2 of 3

In order to verify the accuracy of your information, please re-enter your direct deposit information again.

Please re-enter your Direct Deposit Information

Bank Name:
Bank ABA Number (Routing Number):
Your Bank Account Number:
Account Type: ▼

[Continue] [Cancel]

Re-enter your Bank Account information and select "Continue."

All fields must match what was entered on the previous page for your entry to be submitted.

If any fields do not match what you entered on the previous screen, the attempt will not be submitted.

PAY TO THE ORDER OF _____

FOR _____

⑆122105278⑆ 672430 1068⑈

Routing Number   Account Number

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Welcome Yerdenson Abreu

| My Information | Hours History | Pay History | Change Password | Sign Up For Direct Deposit | W2 | Logout |

Step 3 of 3

Participants: It is solely your responsibility to enter the correct bank routing number and account number in order to request direct deposit service. Check with your financial institution to be sure you have the correct information prior to submitting your direct deposit request.

Please enter last 4-digits of your Social Security Number to confirm: [____]

[Sign up for Direct Deposit]   [Cancel]

To confirm you would like to sign up for Direct Deposit, fill in the last four digits of your Social Security Number and select this button.

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Welcome John Smith

| My Information | Hours History | Pay History | Change Password | Sign Up For Direct Deposit | W2 | Logout |

You have applied for Direct Deposit. Once we are able to confirm the bank account information, your enrollment can be confirmed. If the account test fails, you will be issued and paid via a payroll card.

Please hold onto your payroll card until the system confirms that you are successfully enrolled in Direct Deposit. To check whether your Direct Deposit has gone through, sign back into the Participant Site, and select the tab called "Sign Up For Direct Deposit." It can take up to two weeks for this test to be completed.

Direct Deposit: Next Steps
After signing up for direct deposit, we will test your account. If the test is successful, you will be paid via direct deposit for the duration of your time with CTE. You will not need to sign up again year. No payroll card will be made for you. If you would like access to a debit card, please contact your bank.

If your account gets closed, or if you wish to be paid into a different account, please contact your Coordinator.

Emails will be sent to all those who attempt to sign up for direct deposit to inform you if your attempt to sign up was successful or unsuccessful. For those attempts which were unsuccessful, a payroll card will be made.

Payroll Cards
Participants who do not successfully sign up for direct deposit will be issued a payroll card. The payroll card will be mailed to either your school location or the NYC DOE Headquarters, depending on the time of year. Contact your Coordinator to schedule a time to pick up the payroll card and be sure to verify the address to pick up the payroll card.

If you have any questions, please contact your Coordinator.