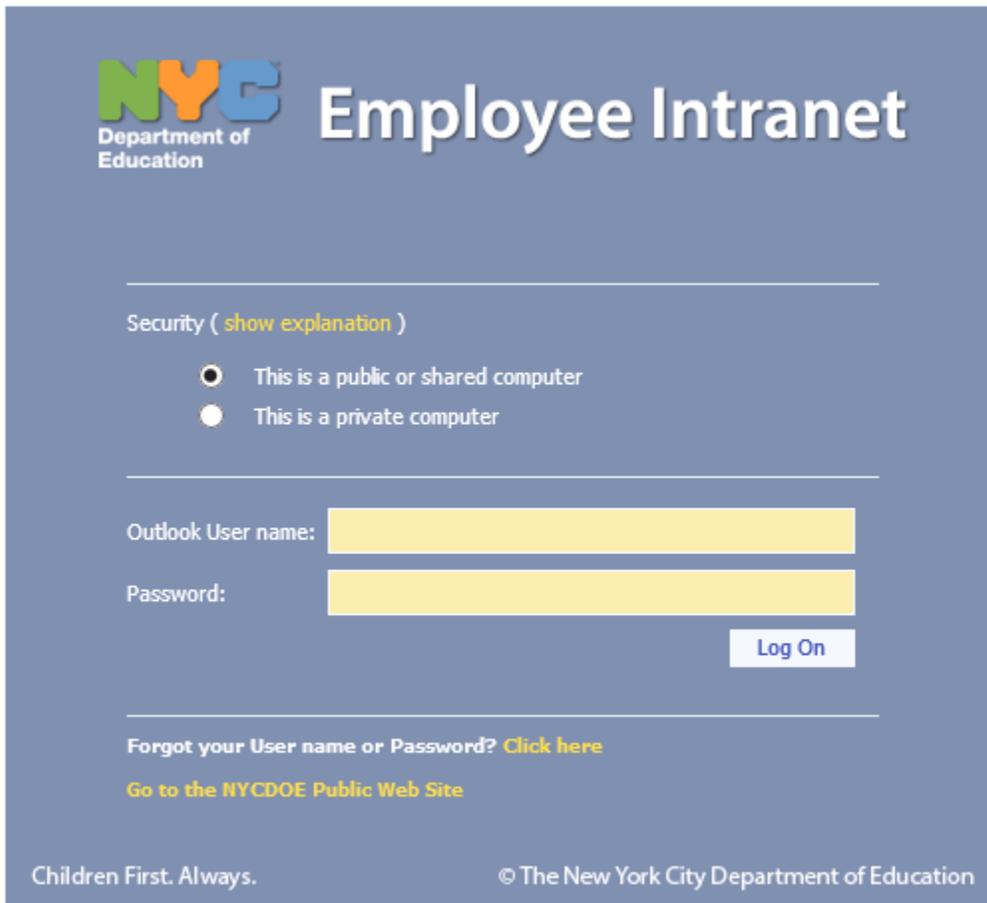The new EFT / Direct Deposit process for new and existing employees who are attempting to newly enroll or update an existing account.

NEW ENROLLMENT

Step 1 - Login

Go to the following website: https://payrollportal.nycboe.net/

Once at the site, you will be directed to log-in. Enter your Outlook User name (i.e., your DOE Email ID without the "@schools.nyc.gov" part), then enter your Outlook Password (i.e., DOE Email Password). Then select 'Log On'

If your log on is successful, the screen below will be displayed.

- Enter your Network\Email Id (i.e., your DOE Outlook User Name).
- Enter your Password (DOE Email Password).
- Select one of "EMP ID" or "EIS".
- Enter your EMP ID or EIS ID number based on your selection on step 6. (Must be 7 digits; add leading zero, if necessary)
- Click "Sign-in" button.

Once logged in user will click on the EFT / Direct Deposit link under Employee Self Service.

Functions

Employee Self Service

College Savings
Customer Service
EFT/Direct Deposit
Payroll Register
Sal Diff Step Req
W2 System
Emp.Records Research
Sal Upgrade UFT/DC37
WageWrks/Commuter Cd
Hurricane Relief
Retro Statements
E-Bank Hourly Statement

DOE Applications

Administration

Other

⚙ LOGIN

User login successful.

Step 2 – Select the payroll bank

Employee Self Service: EFT/Direct Deposit

Step 1 - Select an Action

Current Employee

SSN: ***-**-
Last Name:
First Name:

Select a Payroll Bank

○ 740 (H) - Annual Administrative Employee

🡹 Main Screen   ✓ Continue

Employee Self Service: EFT/Direct Deposit

Step 1 - Select an Action

Current Employee

SSN: ***-**-
Last Name:
First Name:

Select a Payroll Bank

◉ 740 (H) - Annual Administrative Employee

Click on the 'Add EFT / Direct Deposit option.

Select an Action

○ Add EFT/Direct Deposit

🡹 Main Screen   ✓ Continue

Step 3 – Displaying of current information

Employee Self Service: EFT/Direct Deposit

Step 2 - Enter EFT/Direct Deposit Information

Please be advised that a security code will be sent to your personal email address on file with the DOE, which is required to complete the enrollment. To change or modify your personal email address please contact HR Connect at 718-935-4000.

Account Name:	Name
Last Name:	
First Name:	
ABA #:	Information
Bank Account #:	
Savings / Checking:	○ Savings ○ Checking
Print Check Stub:	○ Yes ◉ No

⌂ Main Screen   ← Previous Screen   ✓ Continue

Step 4 – Enter new banking information

Employee Self Service: EFT/Direct Deposit

Step 2 - Enter EFT/Direct Deposit Information

Please be advised that a security code will be sent to your personal email address on file with the DOE, which is required to complete the enrollment. To change or modify your personal email address please contact HR Connect at 718-935-4000.

Account Name:	Name
Last Name:	
First Name:	
ABA #:	123456789 Information
Bank Account #:	9999999999
Savings / Checking:	○ Savings ◉ Checking
Print Check Stub:	○ Yes ◉ No

Clicking 'Continue' once entered

⌂ Main Screen   ← Previous Screen   ✓ Continue

Step 5 - If an email is not found

Employee Self Service: EFT/Direct Deposit

This pop-up message will appear if a new user tries to enroll and no email address is detected. Once updated in NYCAPS, the user will be able to continue to enroll the following day.

Step 2 - Enter EFT/Direct Deposit Information

Please be advised that a security code will be sent to your personal email address on file with the DOE, which is required to complete the enrollment. To change or modify your personal email address please contact HR Connect at 718-935-4000.

Account Name:

Last Name:

First Name:

ABA #:   Information

Bank Account #:

Savings / Checking: ○ Savings   ◉ Checking

Print Check Stub: ○ Yes   ◉ No

Warning   ✕

Your personal email address is currently not on file, which is required to receive the security code to complete your EFT/Direct Deposit enrollment. To add your personal email address please contact HR Connect at 718-935-4000.

✓ Ok

⤒ Main Screen   ← Previous Screen   ✓ Continue

Step 6 – If an email is found

Employee Self Service: EFT/Direct Deposit

Step 3 - Security Verification

Please enter the security code sent to E*******Y@gr

The code will expire in 10 minutes.

If the 10 minutes has expired, users can click 'Resend Code' to generate a new email.

Security Code: [   ] ✕ Resend Code

Click on the Resend Code if you have not received or your code expired.

⤒ Main Screen   ← Previous Screen   ✓ Continue

Step 7 – Enter generated code

Employee Self Service: EFT/Direct Deposit

Step 3 - Security Verification

Please enter the security code sent to E*******Y@gmail.com.

The code will expire in 10 minutes.

Security Code: 933452 ✕ Resend Code

Click on the Resend Code if you have not received or your code expired.

Enter the generated code and click 'Continue'

↰ Main Screen   ← Previous Screen   ✔ Continue

Step 8 – Preview entered information before finalizing

Employee Self Service: EFT/Direct Deposit

Step 4 - Review EFT/Direct Deposit Information

User Information

SSN: ***-**-
Last Name:
First Name:

EFT/Direct Deposit Information

Name:
ABA #:
Bank Account #:
Savings / Checking: Checking
EFT/Direct Deposit Status: Raw
Print Check Stub: Yes

Please verify your account number. If you are not sure, check with your bank. Incorrect account numbers will result in your check being rejected. Please note it takes 2 to 3 pay periods for the funds to be re-issued.

↰ Main Screen   ← Previous Screen   ✔ Continue

Step 9 – Finalizing transaction

Employee Self Service: EFT/Direct Deposit

Step 5 - Terms & Conditions

I hereby authorize the City of New York to deposit my net pay directly into my checking or savings account as requested and to initiate (if necessary) debit entries and adjustments for any credit entries made in error to my account. I agree that this authorization will remain in effect until I provide to my agency a written cancellation to terminate the service.

⬆ Main Screen ← Previous Screen ✓ Continue

Employee Self Service: EFT/Direct Deposit

Update Completed

You have successfully updated EFT/Direct Deposit Info. Click "Continue" button to go to the Main Screen

If record updated several times only last updated data will take effect.

✓ Continue