University of Colorado
Boulder

Setting-Up Direct Deposit

You may set up direct deposit and complete W4 information 3-5 business days after your payroll liaison places you in the payroll system.

To set-up direct deposit & W4 information:
- Log into Buff Portal (https://buffportal.colorado.edu), in the search bar type myCUinfo. You will see an Employee Portal card appear.
  - **Alternatively, you can login directly by going to** https://mycuinfo.colorado.edu
- Select the **Access employee portal** link
- In the drop-down menu select **My Info and Pay**
- Here you can select the **Direct Deposit** or **W-4** tile
  - You will go through the two-factor authentication process.
  - For Direct Deposit Select "Add" to provide a new account or "Edit" to update/authorize an account. Example:
    - Routing and account numbers
    - Account type: **Checking**
    - Deposit type: **Balance**
    - Amount/Percent: **(leave blank)**
    - Deposit order: **1**
    - You should verify with your bank the routing and account number for direct deposit, because routing numbers on deposit slips and bank statements are often invalid for direct deposit transactions.
    - If you enter "Balance" as the account type, do not enter a number in the Amount/Percent. The deposit order will default to 999, but this will not affect your pay. Do not select the account type "Amount" unless you are setting up more than one account.
  - If you have any problems, please contact Employee Services at 303-860-4200.
  - If you do not set up direct deposit, Employee Services will send you a paper check in the mail and cannot guarantee that you will receive your paycheck on pay day.
  - This direct deposit is different than the one you setup with the Bursar's office
- Update your address for your W-2 before you leave the campus. Changing your address in the CU-Student Information System (CU-SIS) **does not change it in payroll**. If you still have the CU Resources tab, under **My Info** verify the **Home and Mailing Address**. You will select the **arrow** to update the address if incorrect and **save** it for each one that is incorrect. If you no longer have the CU Resources tab, you will need to contact Employee Services or the department you worked for to update the information for you.