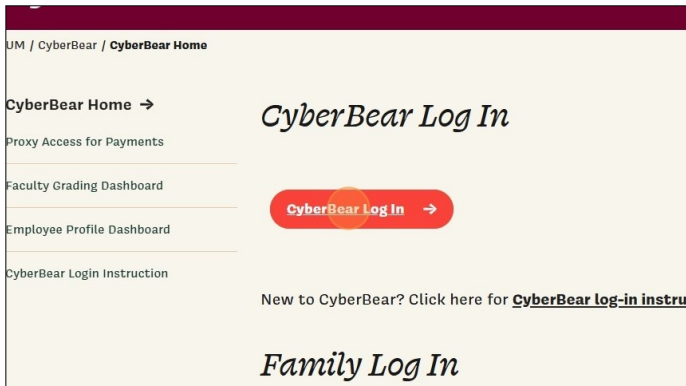
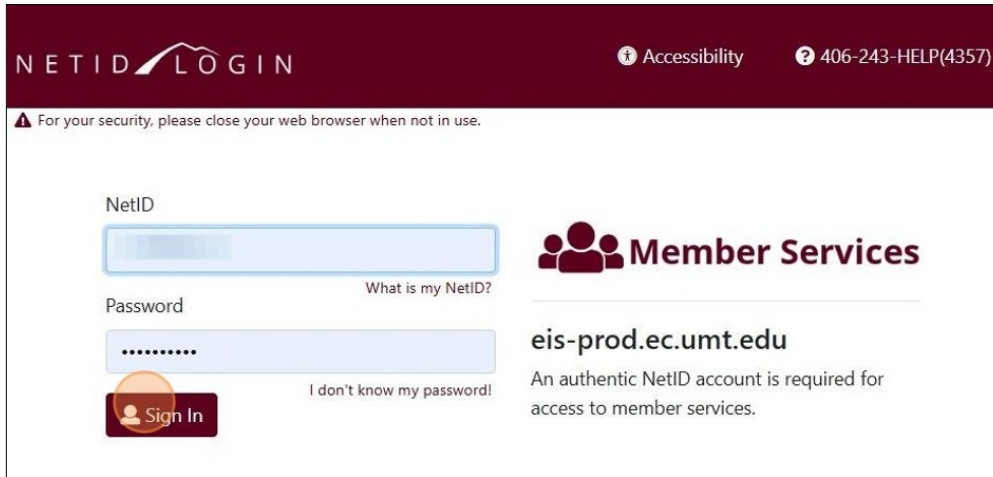


How To Set Up a Payroll Direct Deposit in Cyberbear

1. Navigate to <https://www.umt.edu/cyberbear/>
2. Click "CyberBear Log In"



3. Enter your UM ID and password and click "Sign In".



4. Click "Employee".



5. Click "Direct Deposit Information".



6. Choose "Proposed Pay Distribution" (NOT Accounts Payable)



5. Click "Add New"



6. Enter your Bank Routing Number and your Account Number (twice)

A screenshot of a form titled "Add Payroll Allocation". It contains three input fields: "Bank Routing Number", "Account Number", and "Verify Account Number". Each field has a corresponding label above it and an information icon (i) to its right. The input fields are circled in orange.

7. Select Account Type

8. Click box next to "Use Remaining Amount"

9. Click box next to the Authorization Statement

A screenshot of a form with three columns: "Bank Name", "Account Type", and "Priority". The "Account Type" column has a dropdown menu with "Select a Type" and a downward arrow, which is circled in orange. Below the columns, there are three radio button options: "Use Remaining Amount" (selected and circled in orange), "Use Specific Amount", and "Use Percentage". At the bottom, there is a checkbox labeled "By checking this box, I authorize the institution to initiate direct credits or debits on my behalf", which is also circled in orange. At the very bottom, there are two buttons: "CANCEL" and "SAVE NEW DEPOSIT", with the latter circled in orange.

10. →→→ →→→ →→→ Click SAVE NEW DEPOSIT

Note: There will be 1-2 paper paychecks after you sign up for direct deposit for the prenote process.

Direct Deposit: Written Information

All employees will enter their direct deposit information directly in CyberBear, the employee and student online portal. New employees can choose to complete this once they have started work and their employee ID number is assigned. If direct deposit is not elected, the check will be mailed to the mailing address in Cyberbear. UM will be requiring UM Duo Multi-Factor Authentication for CyberBear access and other services soon. If you are not already using UM Duo MFA, protect your CyberBear account by enrolling now on the UM IT website.

Instructions:

To enter your direct deposit information, open CyberBear and click the “Employee” tab. From here you will be taken to the home page for your employee dashboard. On the main screen, underneath Pay Information, click the button that says “Direct Deposit Information”

Under “Proposed Pay Distribution”, click “Add New”. Enter your bank routing number and account number, and confirm the account number, and the account type (checking or savings). The bank name is auto-populated once you enter the bank routing number. If you only have one bank account you’d like to enter, click “Use Remaining Amount.”

If you’d like to add another bank account, follow the instructions above for the second account. Under “Amount”, you can choose how much of your paycheck goes into each account. This will be a percentage or a dollar amount. When using two bank accounts, you can enter the amount you'd like in the first account, and for the second click “Add Remaining Amount”. Click the box that states, “By checking this box, I authorize the institution to initiate direct credits or debits on my behalf”. Then, click “Save New Deposit”.

The percentage or amount on a record can be changed by checking the box, updating the amount or percentage, then clicking the box that states, “By checking this box, I authorize the institution to initiate direct credits or debits on my behalf”. To Finish, click, “Save Changes”.

. Please note, all direct deposits go through a prenote process (a verification process) to ensure all the information recorded is correct. The initial 1-2 paychecks will be mailed to the mailing address in your Cyberbear account. To make sure your paychecks are delivered promptly, update your mailing address through your personal profile page in Cyberbear.

If you have any questions about CyberBear and/or IT security, please contact UM IT at 406.243.HELP (4357).