TRAVEL & EXPENSE DIRECT DEPOSIT AND USER DEFAULTS FOR FACULTY AND STAFF

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Overview

The User Defaults page in PeopleSoft Financials displays information for the following PeopleSoft modules:

- General Preferences
- Purchasing Card chartstring (no GCA01 projects)
- Requisition chartstring
- Travel & Expenses chartstring (“Travel Default Chartstring and Direct Deposit Information”)
- Travel & Expenses banking information (“Bank Account Information”)

If an employee does not have access to a particular module, that section of the User Defaults page will be blank.

If an employee is a delegate for another, the delegate will be able to see the delegator’s chartstring information, but not the delegator’s banking information.
1. **Navigation:** PeopleSoft Finance > Employee Self Service > User Defaults.

![Navigation Diagram]

2. **Click Search.**

   Your UVM netID should populate in the first User ID field.

   If you are a delegate, the **Search Results** will include all the individuals for whom you are a delegate with your netID in the first column and their netID in the second column. The employee’s name is in the **User Description** column.

   To update the default chartstrings for delegates, select the employee from the list and you will be taken to their user defaults.

   ![Search Results]

   **Search Criteria**

   - User ID: \texttt{barker}
   - User ID: \texttt{dennis}
   - Empl ID: \texttt{0136004}
   - User Description: John Dennis
   - User ID: \texttt{barker}
   - User ID: \texttt{luguarra}
   - Empl ID: \texttt{0132706}
   - User Description: Lorl Luguarra
   - User ID: \texttt{barker}
   - User ID: \texttt{sobczak}
   - Empl ID: \texttt{0136088}
   - User Description: Susan Sobczak
   - User ID: \texttt{barker}
   - User ID: \texttt{barker}
   - Empl ID: \texttt{0083611}
   - User Description: Tiffany Barker Cook
To select Direct Deposit for Travel and Expense reimbursement:

- At the question, “Do you want Direct Deposit or Check?” the default is System Check. Select Direct Deposit from the drop-down menu.

 Banking Information

Banking information is fed from PeopleSoft Human Resources nightly.

- Review your bank accounts in PeopleSoft Human Resources
- To delete accounts no longer in use, go to Self-Service > Payroll and Compensation > Direct Deposit in PeopleSoft HR, or email Payroll Services.
- If there is only one bank account for payroll direct deposit in PeopleSoft HR, this will be the default account for direct deposit of travel and expense reimbursements.
- If there are multiple bank accounts listed, the Deposit Order 999 or, the account with the highest Deposit Order, will be the default account for direct deposit of travel and expense reimbursements. Any change of the Deposit Order in PeopleSoft HR may change the default account in the Travel & Expense Financials module.
- Additional information about PeopleSoft HR bank accounts can be found in the Personal Information manual, page 11: http://www.uvm.edu/hrs/manuals/personalinfo.pdf

 Chartstring Warning Messages

Warning messages may appear when updating User Defaults. Many relate to default chartstrings for purchasing cards, requisition entry, or travel and expense defaults. Keep in mind to:

- Update your defaults to the correct chartstrings on an ongoing basis
- Contact the departmental administrator if the correct chartstring is unknown
• Press OK to bypass the message and continue. The warning message will not affect direct deposit activation or processing.

Sample Warning Messages:

• The Project is closed or the end date has been reached or is near, so it cannot be used on a default chartstring.
• You must select a value for all required chart fields for the default chartstrings. All chart fields are required except Projects Business Unit, Project and Activity ID, which are optional.
• The following combination is not valid: PC Unit, Project ID, Activity ID.
• You must select a Sponsored Project if you select fund 300 or 501 for the default chartstring.
• You must select a different Purpose for the default chartstring. 9998 should not be used.
• You must select a Projects Business Unit and Activity ID if you select a Project for the default chartstring.
• You must select a Project and Activity ID if you select a Projects Business Unit for the default chartstring.
• The Operating Unit is not correct for the Department. The correct Operating Unit is .
• You must select an expense Function for the default chartstring.

Resources/Help

Help
For questions about this guide, please email travel@uvm.edu.

Training

• UFS Roadshow Training Topics (PDF)
• Professional Development & Training Classes

Relevant UVM Departments

• Travel
• Purchasing Services
• Sponsored Project Administration

Related Policies & Procedures

• Automobile Rental
• Business Meals and Amenity
• Petty Cash
• Travel Accident Insurance
• Travel

Suggestions? Updates?

Email travel@uvm.edu.