



If you work for the University of Pennsylvania Health System you will be responsible for setting up a deduction to the credit union by going to www.penmedicine.org/employeeselfservice

Follow these simple instructions:

- ◆ Enter your network user name and password.
(This is the same user name and password that you use to log into e-star.)
- ◆ Click on direct deposit on the left side of the screen.
- ◆ It can take up to 2 pays for the deduction to start.
- ◆ **To start, click “add new account.” Our routing number is 236084175.**
- ◆ **Use your account number.** (Please exclude the dash in your account number)
- ◆ To change a current credit union deduction, click on the account number and change the amount.

Need help? Call Payroll at (267) 414-2323

Thank you!