



Self Service - Enrolling in Direct Deposit

Objective

The purpose of this tutorial outlines the basic steps to change, add, and view your direct deposit information.

Navigation

myFSU Portal (my.fsu.edu) > Faculty & Staff > Human Resources submenu > Direct Deposit

The screenshot shows the myFSU Faculty & Staff portal. The 'Faculty & Staff' tab is highlighted in the top navigation bar. In the left-hand 'myFSU Links' menu, the 'Direct Deposit' link is highlighted with a blue box. The main content area displays a 'My Employee Snapshot' with a notification about 2015 W-2 tax forms, buttons for 'Timesheet', 'Paycheck', and 'Benefits', and a table of balances as of January 28, 2016.

| Balances as of January 28, 2016 | |
|---------------------------------|--------|
| Controller | |
| Business Analyst | |
| Sick Leave | 51.50 |
| Vacation Leave | 141.37 |

Step 2

Verify your identity by typing in your social security number (omit the dashes).

The screenshot shows the 'Verify Identity' page in the myFSU OMNI Human Resources system. It includes a navigation bar with 'Home', 'Worklist', and 'Process M' options. Below the title, there is a text instruction and a form field for the Social Security Number.

Verify Identity

To protect your privacy, verify your identity by typing your complete social security security number without dashes.

User ID SSEMINOLE
 Social Security Number

[Continue](#)

If you are having trouble accessing your information, or are in need of assistance, please contact the University's Payroll office: 850-644-3813

payroll@admin.fsu.edu - do NOT include any secure personal information in e-mail.



Step 3

You may establish a maximum of two direct deposit accounts in OMNI. You may contact the Controller's Office if more than two accounts are needed. If you have direct deposit, then your primary account should already be established. If it is not, then you should add your primary account first.

To add an account, click the "Add Account" button.

Direct Deposit
Suzy Seminole

Review, add or update your direct deposit information.

| Direct Deposit Detail | | | | | |
|-----------------------|----------------|----------------|--------------------|---------------------------------|----------------------|
| Account Type | Routing Number | Account Number | Deposit Type | Amount or Deposit Percent Order | |
| Checking | 999999999 | *****9999 | Balance of Net Pay | 999 | Edit |

[Add Account](#)

F SU POLICY: FSU allows employees to have maximum of two direct deposit accounts. If an employee requires more than two direct deposit accounts, a request is to be made to the Controller, or the designated representative.

Step 4

You must select the type of account you will be adding (checking or savings), the deposit type (amount, percent, or balance), the amount/percentage that you will send to that account, the routing number, and your account number.

Your primary direct deposit must have a Deposit Type of "Balance of Net Pay." "Balance of Net Pay" should be used only for the primary account. Click on the View Check Example hyperlink to see how to locate your routing number and account number on a personal check. Select "return" to continue to update your direct deposit information. Once you have entered your account information, click the Submit button.

Direct Deposit
Add Direct Deposit
Suzy Seminole

Your Bank Information

Routing Number [View check example](#)

Distribution Instructions

Account Number

*Account Type

*Deposit Type

*Deposit Order (Example: 1 = First Account Processed)

I, the undersigned, hereby authorize and request Florida State University to initiate credit entries and, if necessary, a debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the named financial institution. This direct deposit is to remain in effect until changed by: (a) me, either through employee self-service or in writing; (b) my legal representative, in case of my death or legal incapacity; (c) the financial institution; or (d) Florida State University. Any change made outside the self-service applications must be in writing and must occur in sufficient time to allow adequate time for the change to take effect. This election will remain in effect until the option is cancelled.

I further understand I am responsible for notifying FSU Payroll Services in writing if I transfer the full amount of my received direct deposit to a foreign bank account. This is in accordance with NACHA rules to comply with the requirements of the Office of Foreign Assets Control (OFAC).

[Submit](#) NOTE: By selecting "SUBMIT" I agree to the above statement

Note: Use deposit type of "percent" if you want a certain percentage of your total check to be deposited to the account, and "amount" if you want to specify the amount that you would like to have deposited. Please note that if you use a percentage, the amount may fluctuate based upon your paycheck earnings.



Step 5

Once you have completed the information, click OK.

Direct Deposit

Submit Confirmation



The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

OK

Step 6

Review your changes. If the information is not what was intended, click Edit or Delete to make changes. You may need to wait 24 hours before being able to make any further changes to your direct deposit information.

You will notice that in the example below, \$20 of the total check will be deposited into one checking account and the balance will be deposited into a different checking account.

Direct Deposit

Suzy Seminole

Review, add or update your direct deposit information.

| Direct Deposit Detail | | | | | | |
|-----------------------|----------------|----------------|--------------------|-------------------|---------------|---|
| Account Type | Routing Number | Account Number | Deposit Type | Amount or Percent | Deposit Order | |
| Checking | 999999999 | ****9999 | Amount | \$20.00 | 1 | Edit Delete |
| Checking | 999999999 | *****9999 | Balance of Net Pay | | 999 | Edit Delete |

[Add Account](#)

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