Direct Deposit Instructions

Direct deposit allows you to have your paychecks electronically deposited into specified financial institutions and accounts. You may direct deposit into multiple financial institutions and multiple accounts within the same financial institution up to a maximum of 10 accounts. You may specify a percent or a dollar amount for each account. The total percentages of all accounts must equal 100%. The system will automatically assign the deposit order.

Direct Deposit in Employee Self Service

You can review, add and update your Direct Deposit Information using the "Employee Self Service" option in HRIS. To access your Direct Deposit information, follow these steps:

1. Access the HRIS web site at: https://www.as.ksu.edu/psp/HRIS/?cmd=login
2. Login using your EID and password.
3. Click on "Employee Self Service", "Payroll and Compensation", and "Direct Deposit".

Updating Direct Deposit Information Using HRIS

The following screen will appear with your information. Please review your information first.

Review, add or update your direct deposit information.

When changing percentages please follow this order: Start by decreasing the percent(s) and/or deleting an account(s), then increase percentages and/or add new accounts. Percentages must total 100%.

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Savings	301179106	XXXXXXXXX0000	Amount	$60	1	Edit	Delete
Savings	301179106	XXXXXXXXX0000	Amount	$100	2	Edit	Delete
Checking	301179106	XXXXXXXXX0074	Percent	25%	3	Edit	Delete
Checking	301179106	XXXXXXXXX0070	Percent	75%	4	Edit	Delete

Add Account

To change an amount or percent click on the edit button next to the amount.

The following screen will appear. Enter the amount change, enter the routing number in the Verify Routing Number field, enter the account number in the Verify Account Number field, and click on the save button.

Your Bank Information

View check example

*Routing Number: 301179106

*Verify Routing Number:

Bank Name: KANSAS STATE UNIVERSITY FCU

Address: 1455 ANDERSON AVE
MANHATTAN
KS 66502-0000

Distribution Instructions

*Account Number: 0000088880000

*Verify Account Number:

*Account Type: Savings

*Deposit Type: Amount

*Amount or Percent: 25.00

Deposit Order: 1 (example: 1 = first account processed)

Save

Return to Direct Deposit

* Required Field

The process is the same for changing account percentages, but you must start by decreasing the percentage(s) and or deleting account(s) first. Then make changes by increasing percentage(s) and/or adding new accounts. **The total percentages of all accounts must equal 100%.**

To inactivate direct deposit, delete all accounts from this page. Your paychecks will no longer be directly deposited. A paper check will be issued and mailed to your home address as listed in HRIS.

Frequently asked questions for direct deposit can be found on the Human Resources website: https://www.ksu.edu/hr/ped/ddfaq.html

You cannot update your Direct Deposit Information using HRIS if:

- You are a new employee and your employment information is not yet entered in HRIS.

If you cannot update your Direct Deposit Information using HRIS, you must mail a "Direct Deposit Authorization Form" http://www.k-state.edu/hr/forms/per58.pdf to the Payroll & Employee Data, 103 Edwards Hall.

Have Questions About this Information?

If you have questions about the above information, please contact Anna Carroll, in the Human Resources/Payroll & Employee Data at 785-532-6277.