



# Direct Deposit Instructions for Banner Online Self Service

## Sample Check:

NAME \_\_\_\_\_ 0123  
 ADDRESS \_\_\_\_\_  
 CITY, STATE ZIP \_\_\_\_\_ 01-23456789

DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

BANK NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE ZIP \_\_\_\_\_

FOR \_\_\_\_\_

⑆012345678⑆ 012345678901234 0123

Bank Routing Number      Bank Account Number      Check Number

**\*\*ACCOUNT NUMBER IS NOT YOUR DEBIT CARD NUMBER**



## First Time Setup for Direct Deposit

Due to a prenotification process, it may be possible that your account is not verified in time for your first payday, if this occurs you will receive an US Bank Focus Payroll Card. Your next payment will be direct deposited once your bank account transitions from a prenote status to an active status. Please note the importance of providing accurate bank information to avoid payment delays.

1. Log on to Banner Online Self Service
2. Select the Employee Tab
3. Under Pay Information , Choose **Direct Deposit Breakdown**
4. Click **Add New Direct Deposit**
5. Enter the appropriate information as follows You will be required to Enter your Social Security number for verification
- 6 For Payroll Direct Deposit
  - Bank Routing Number (9 digits)
  - Account Number
  - Account Type (Checking or Savings)
  - Percent: Indicate 100%
  - Click Payroll Deposit box (and Accounts Payable Deposit box, if applicable)    Click SAVE

### For Accounts Payable Deposit

- Bank Routing Number (9 digits)
- Account Number
- Account Type (Checking or Savings)
- Percent will always default to 100%
- Click Accounts Payable Deposit
- Save

**If changing or cancelling a direct deposit account you will be required to enter the full routing number and checking account number for verification. Contact Payroll@APSU.edu for Assistance.**

**NOTE: If your bank name is not displayed after entering the Bank Routing Number or you receive an error message, please email [payroll@apsu.edu](mailto:payroll@apsu.edu) for assistance.**

## Stopping a Direct Deposit Allocation

1. Log on to Banner Online Self Service
2. Select the Employee Tab
3. Under Pay Information, Choose **Direct Deposit Breakdown**
4. Click **Update Direct Deposit Allocation**
5. Beneath Bank Name, click on the hyperlinked bank to be changed
6. Click the "Inactivate" check box
7. Save

**NOTE: To reactivate a bank allocation once it has been inactivated, please email [payroll@apsu.edu](mailto:payroll@apsu.edu) for assistance.**