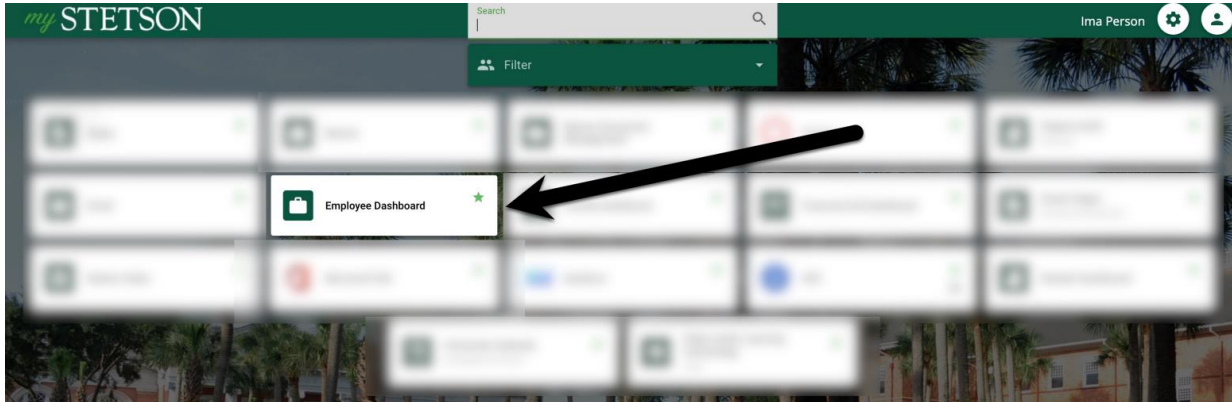
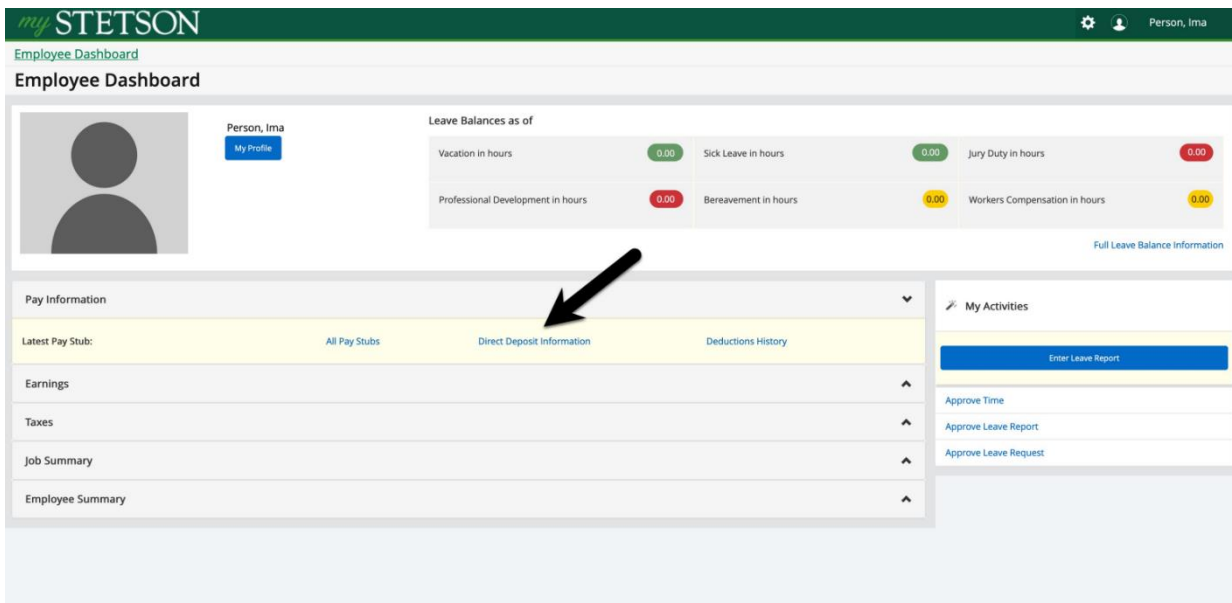


To Access Direct Deposit Information

1. Log into my.stetson.edu
2. Go to your **Employee Dashboard**



3. Select **Direct Deposit Information**



In the event of an error, please contact Payroll Services at payroll@stetson.edu or 386-822-7703.

To Add a Bank Account to the Direct Deposit Allocation

1. Select **Add New**

mySTETSON

Mr. Benjamin Ross Brown

Previous » Direct Deposit Allocation

Pay Distribution as of

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
				Total Net Pay

Proposed Pay Distribution

⊖ Delete ⊕ Add New

ⓘ You have not added any payroll allocations yet. Click Add New to add an allocation.

Accounts Payable Deposit

⊖ Delete ⊕ Add New

ⓘ You have not added an Accounts Payable allocation yet. Click Add New to add an allocation.

2. Add Information to **Add Payroll Allocation**

mySTETSON

Mr. Benjamin Ross Brown

Previous » Direct Deposit Allocation

Pay Distribution as of 12/21/2023

Bank Name	Routing Number	Account Number	Account Type	Priority	Net Pay Distribution
				Total Net Pay	

Proposed Pay Distribution

⊖ Delete ⊕ Add New

Accounts Payable Deposit

⊖ Delete ⊕ Add New

Add Payroll Allocation X

Bank Routing Number ⓘ Account Number ⓘ

Bank Routing Number Account Number

Bank Name Account Type Priority

Select a Type

Checking Savings

Amount

Use Remaining Amount

Use Specific Amount

Use Percentage

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL SAVE NEW DEPOSIT

- **Bank Routing Number** - A nine-digit number that identifies the bank or credit union.
- **Account Number** - A unique identifier for an account at a bank or other financial institution.
- **Bank Name** - This field will auto-populate once the banking information is saved.*
- **Account Type** - Select either Checking or Savings.
- **Priority** - Refers to the order in which the account is designated for deposits.
- **Amount**
 - **Use Remaining Amount** is the amount not selected in other accounts. This is the default selection. One account must utilize this option.
 - **Use Specific Amount** allows the deposit of a specified dollar amount. This choice requires the use of more than one account.
 - **Use Percentage** allows the deposit of a specified percentage of the overall amount. This choice requires the use of more than one account.

In the event of an error, please contact Payroll Services at payroll@stetson.edu or 386-822-7703.

* In some rare instances, the Bank Name field will not auto-populate. Please confirm account information with Payroll Services, if this occurs.

3. Mark the **Checkbox** authorizing Direct Deposit.

4. Select **Save New Deposit**.

The screenshot shows the 'Add Payroll Allocation' dialog box. The fields are: Bank Routing Number, Account Number, Bank Name, Account Type (dropdown), and Priority (dropdown). Under 'Amount', there are three radio buttons: 'Use Remaining Amount' (selected), 'Use Specific Amount', and 'Use Percentage'. A checkbox is checked, with the text 'By checking this box, I authorize the institution to initiate direct credits or debits on my behalf'. At the bottom, there are two buttons: 'CANCEL' and 'SAVE NEW DEPOSIT'. Two arrows point to the checkbox (labeled '3') and the 'SAVE NEW DEPOSIT' button (labeled '4').

In the event of an error, please contact Payroll Services at payroll@stetson.edu or 386-822-7703.

To Add a Secondary Account to Direct Deposit Allocation

Employees can establish secondary bank accounts to split their direct deposit allocation between various accounts. The split can be determined by either a **Specific Amount** or a **Percentage**, and this procedure accommodates the use of multiple accounts.

1. Select **Add New**
2. Add Information to **Add Payroll Allocation**
 - **Bank Routing Number** - A nine-digit number that identifies the bank or credit union.
 - **Account Number** - A unique identifier for an account at a bank or other financial institution.
 - **Bank Name** - This field will auto-populate once the banking information is saved. *
 - **Account Type** - Select either Checking or Savings.
 - **Priority** - Refers to the order in which the account is designated for deposits.
3. **Amount**
 - a. **Use Specific Amount** allows the deposit for a specified dollar amount. This choice requires the use of more than one account.
 - b. **Use Percentage** allows the deposit of a specified percentage of the overall amount. This choice requires the use of more than one account.
4. Mark the **Checkbox** authorizing the Direct Deposit.
5. Select **Save New Deposit**.

The screenshot shows the 'Add Payroll Allocation' modal form. The form is titled 'Add Payroll Allocation' and has a close button (X). It contains the following fields and options:

- Bank Routing Number** (input field)
- Account Number** (input field)
- Bank Name** (input field)
- Account Type** (dropdown menu, currently set to 'Savings')
- Priority** (dropdown menu, currently set to '2')
- Amount** section with three radio buttons:
 - Use Remaining Amount
 - Use Specific Amount (with a callout arrow pointing to the '150' input field)
 - Use Percentage (with a callout arrow pointing to the 'Use Percentage' radio button)
- By checking this box, I authorize the institution to initiate direct credits or debits on my behalf (with a callout arrow pointing to the checkbox)
- Buttons: **CANCEL** and **SAVE NEW DEPOSIT** (with a callout arrow pointing to the button)

* In some rare instances, the Bank Name field will not auto-populate. Please confirm account information with Payroll Services, if this occurs.

In the event of an error, please contact Payroll Services at payroll@stetson.edu or 386-822-7703.