



Self Service - Direct Deposit

Objective

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

Navigation

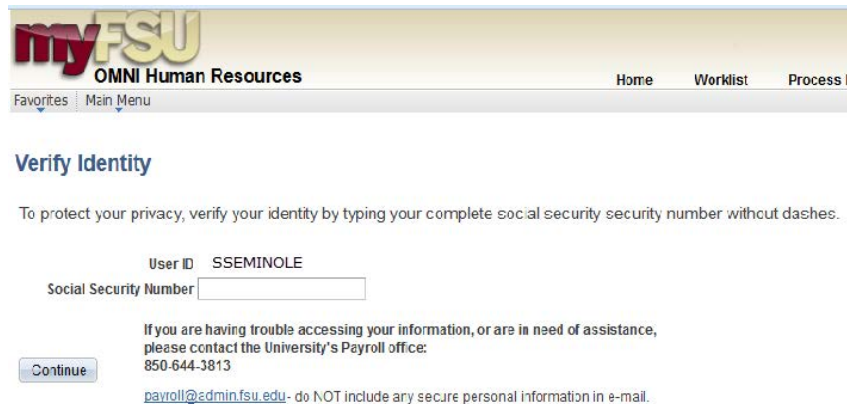
myFSU Portal (my.fsu.edu) > Faculty & Staff > Human Resources Sub-menu > Direct Deposit

Step 1

To view your voluntary deduction information, navigate to OMNI HR and then click on the Main Menu. Click Self Service > Self Service > Payroll and Compensation > Direct Deposit

Step 2

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



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

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[Pay Statement Print Option](#)

Direct Deposit Detail					
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order
Checking	999999999	999999999	Balance	999	Edit Delete
Add Account	<p>FSU 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.</p> <p>You can have two direct deposit accounts. For multiple accounts:</p> <ol style="list-style-type: none"> 1. Enter the Deposit Type Balance first. 2. Do not enter an amount or percentage. 3. Enter your bank ACH routing number (This number could be different than your checking routing number. Please contact your banking institution for the correct details.) 4. Enter your Account Number. (This number should be your savings and/or checking account number; NOT your debit card number.) 5. Save. <p>To add your SECOND ACCOUNT click on the Return to Direct Deposit hyperlink.</p> <ol style="list-style-type: none"> 1. Click on the Add Account pushbutton, which will allow you to add account #2 information. 2. Add a Deposit Type of Amount or Percentage. 3. If you selected DAmountD in step 2, you will need to enter the specific amount. 4. Enter your bank ACH routing number. (This number could be different from your checking routing number. Please contact your banking institution for the correct number.) 5. Enter your Account Number. (This number should be your savings and/or checking number; NOT your debit card number.) 6. Save. 				

[Return to Self Service](#)



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 or percent 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. Balance should be used only for the primary account. Once you have entered your account information, click the Save button.

Direct Deposit

Add Direct Deposit

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*Account Type: Savings

*Deposit Type: Percent

Amount/Percent: 25

Routing Number: 999999999 [View check example](#)

Account Number: 999999999

Deposit Order: 1 (example: 1 = first account processed)
A deposit type of amount cannot exist without a balance deposit type.

* Required Field Please delete "Amount" deposit type before deleting "Balance" deposit type

[Return to Direct Deposit](#)

Step 5

Click on the View Check Example hyperlink to see how to locate your routing number and account number on a person check. Once you have completed the information, click OK.

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 percent, the amount may fluctuate based upon your paycheck earnings.

Direct Deposit

Save Confirmation

The Save was successful.
However, due to timing, your change may not be reflected on the very next pay.

Step 6

Review your changes. If the information is not what was intended, click Edit or Delete to make changes. You will notice that in this example 25% of the total check will be deposited into the savings account and the balance will be deposited into checking.

Direct Deposit

Suzy Seminole

[Pay Statement Print Option](#)

Account Type	Routing Number	Account Number	Deposit Type	Amnt/Pct	Deposit Order		
Savings			Percent	25%	1	Edit	Delete
Checking			Balance		999	Edit	Delete

FSU 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.

You can have two direct deposit accounts. For multiple accounts:

1. Make the Deposit Type Balance first.
2. Do not enter an amount or percentage.
3. Enter your bank ACH routing number (This number could be different than your checking routing number. Please contact your banking institution for the correct details.)
4. Enter your Account Number. (This number should be your savings and/or checking account number. NOT your debit card number.)
5. Save.

to add your SFLUNU ACH/UNION click on the Return to Direct Deposit hyperlink.

1. Click on the Add Account pushbutton, which will allow you to add account #2 information.
2. Add a Deposit Type of Amount or Percentage.
3. If you selected ID/Amount in step 2, you will need to enter the specific amount.
4. Enter your bank ACH routing number. (This number could be different from your checking routing number. Please contact your banking institution for the correct number.)
5. Enter your Account Number. (This number should be your savings and/or checking number. NOT your debit card number.)
6. Save.