**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

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**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.

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.

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.

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

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Deposit Type</th>
<th>Amount or Percent</th>
<th>Deposit Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>9999999999</td>
<td>****9999</td>
<td>Amount</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Checking</td>
<td>9999999999</td>
<td>*******9999</td>
<td>Balance of Net Pay</td>
<td>999</td>
<td></td>
</tr>
</tbody>
</table>