

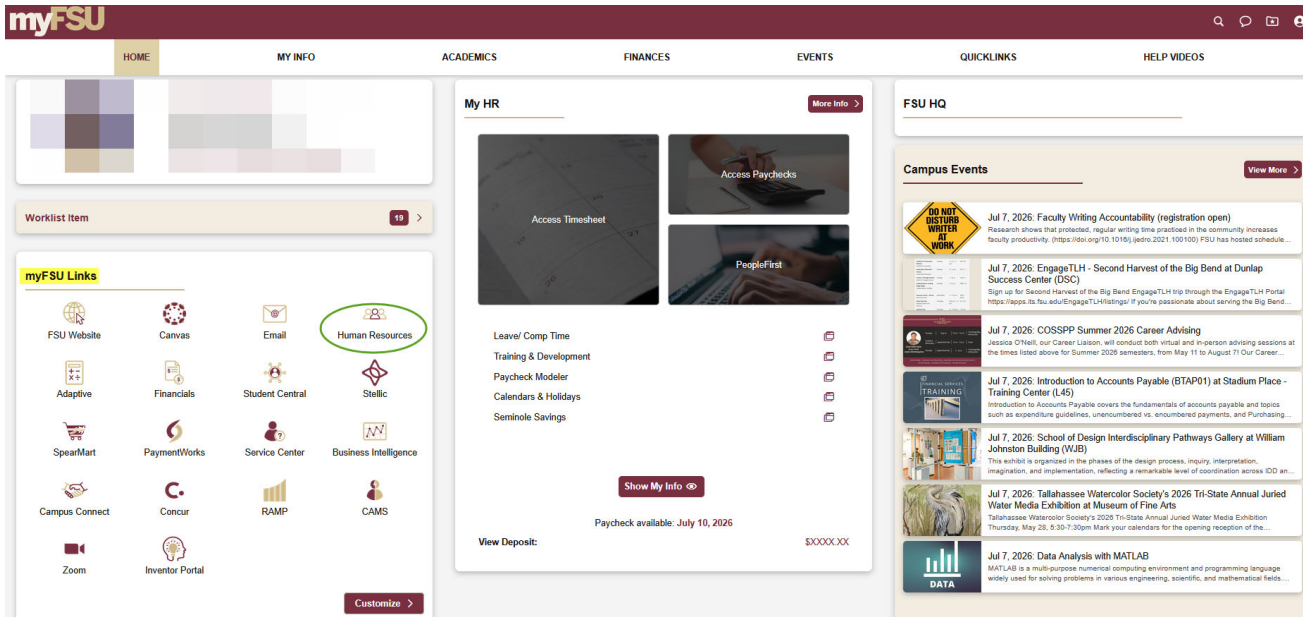
Employee Self-Service - Enrolling in Direct Deposit

Objective

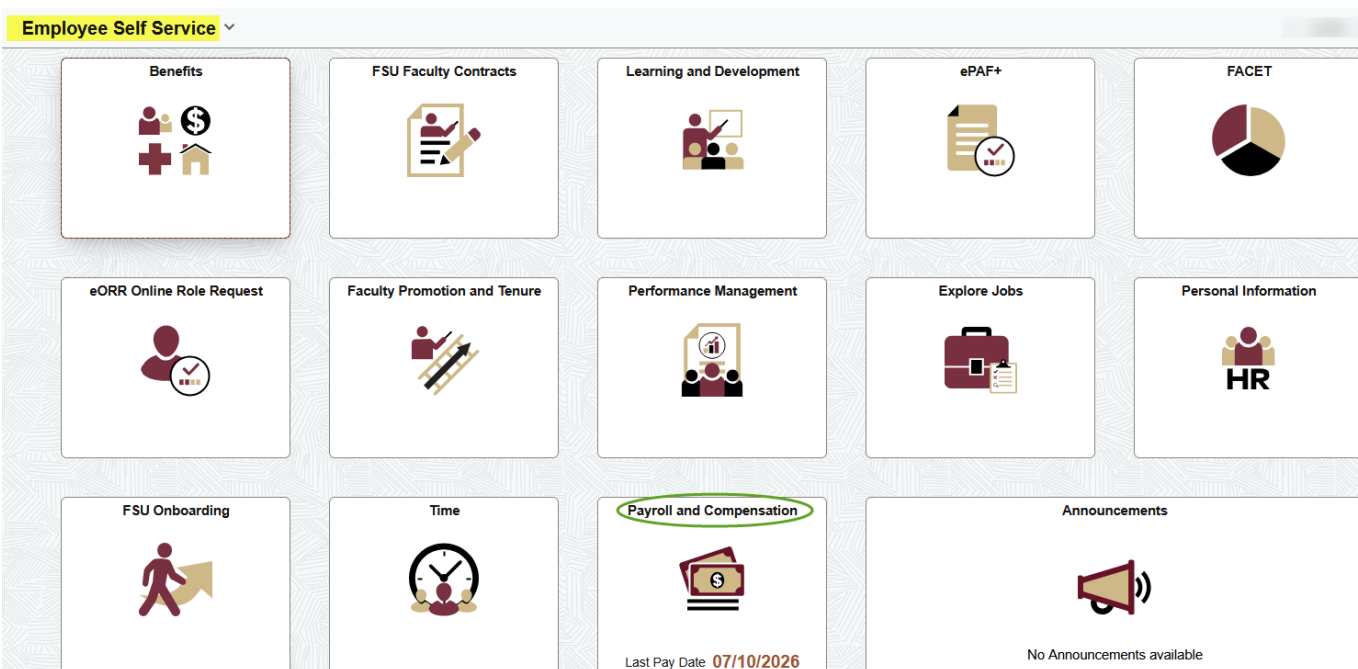
The purpose of this tutorial outlines the basic steps to change, add, and view your direct deposit information.

Navigation

Log onto OMNI through the my.fsu.edu portal. Under **myFSU Links**, click on Human Resources.



Navigate to Employee Self Service and click on **Payroll and Compensation**.



FSU OMNI Training Guide

Click on **Direct Deposit**.

Payroll

Paychecks
Pay Date 07/10/2026
Net Pay **\$1,524.66**
Taxes \$344.43
Deductions \$510.88
Total Gross \$2,379.97

Compensation History

W-2/W-2c Consent
Form consent received

W-2/W-2c Forms
2025 W-2 Form available

Voluntary Deductions
No Deductions

Direct Deposit
2 Accounts Updated 07/14/2026

W-4 Tax Information
Updated 12/31/2025

Tax Withholding
Updated 12/31/2025

Paycheck Modeler

Read the Terms/Conditions of Direct Deposit and follow the instructions for entering the account information. To add an account, click on the “+” icon under Accounts.

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Checking999	Direct Deposit	XXXXXXXXX516	XXXXXXXXXXXXX745	Checking	Full Balance

Print Option

☒ Paper copy of Direct Deposit wage statement will be sent to your Home

TERMS/CONDITIONS OF DIRECT DEPOSIT: By making electronic changes and/or additions to my direct deposit information, I hereby authorize and request Florida State University to initiate credit entries and, if necessary, a debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the named financial institution. This direct deposit is to remain in effect until changed by: (a) me, either through employee self-service or in writing; (b) my legal representative, in case of my death or legal incapacity; (c) the financial institution; or (d) Florida State University. Any change made outside the self-service applications must be in writing and must occur in sufficient time to allow adequate time for the change to take effect. This election will remain in effect until the option is cancelled.

I further understand I am responsible for notifying FSU Payroll Services in writing if I transfer the full amount of my received direct deposit to a foreign bank account. This is in accordance with NACHA rules to comply with the requirements of the Office of Foreign Assets Control (OFAC).

FSU POLICY: FSU allows employees to have a maximum of five direct deposit accounts. If an employee requires more than five direct deposit accounts, a request is to be made to the Controller, or the designated representative.

The initial account loaded during Onboarding. To edit your account:

1. Click on the account to be edited to open the Edit Account screen.
2. Assign a nickname to the account.
3. Payment method will be Direct Deposit.
4. Enter your bank ACH routing number (This number could be different than the bank's EFT routing number. Please contact your financial institution for the correct number.)
5. Click on the pencil icon to edit the account number. Enter your account number (This number should be your checking or savings account number, NOT your debit card number.) Retype the account number.
6. Enter the account type as checking or savings.
7. Deposit type on your main account will be Full Balance. If you have more than one account listed the main account will be Remaining Balance.
8. Save.

To add an additional account, click on the plus sign in the top left corner of the accounts list. You may have up to five accounts.

1. Repeat steps 2 through 6 above.
2. Deposit type will be either Amount or Percentage.
3. Enter the Amount or Percentage to deposit into secondary account. Do not type the dollar sign or percentage sign.
4. Save.

NOTE: You must always have at least one direct deposit account on record. If you need to delete your direct deposit information, please contact Payroll Services at 850-644-3813 or payroll@fsu.edu for assistance. Never send personal information, for example your bank account number, via email.

FSU OMNI Training Guide

- You must give the account a nickname, such as the name of the bank or type of account you will be adding (checking, savings or name of bank)
- The Payment Method will be Direct Deposit
- Enter your routing number, account number, account type (checking or savings), the deposit type (amount, percent, or balance), amount/percentage that you will send to that account. If unsure of the routing and account numbers, please contact your financial institution for verification.
- 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. Once you have entered your account information, click the **Save** button.

Note: Use deposit type of "percent" if you want a certain percentage of your total check to be deposited to a second or another 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.

Direct Deposit

Accounts

Order	Nickname	Payment Method
1	Checking999	Direct Deposit

Print Option

☐ Paper copy of Direct Deposit wage statement will be sent to your Home

TERMS/CONDITIONS OF DIRECT DEPOSIT: By making electronic changes and/or additions to my direct deposit information, I hereby authorize and request Florida State University to initiate credit entries and, if necessary, a debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the named financial institution. This direct deposit is to remain in effect until changed by: (a) me, either through employee self-service or in writing; (b) my legal representative, in case of my death or legal incapacity; (c) the financial institution; or (d) Florida State University. Any change made outside the self-service applications must be in writing and must occur in sufficient time to allow adequate time for the change to take effect. This election will remain in effect until the option is cancelled.

I further understand I am responsible for notifying FSU Payroll Services in writing if I transfer the full amount of my received direct deposit to a foreign bank account. This is in accordance with NACHA rules to comply with the requirements of the Office of Foreign Assets Control (OFAC).

The initial account loaded during Onboarding. To edit your account:

1. Click on the account to be edited to open the Edit Account screen.

Cancel

Add Account

Save

* Indicates required field

When this second account is saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list.

Nickname

*Payment Method

Bank

*Routing Number

*Account Number

*Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

*Amount

- Review your changes. If the information is correct, you're done.
- If the information is not what was intended, click on the arrow in the row you wish to make a change
- A box will appear allowing the information to be edited

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Bogus	Direct Deposit	XXXXXXXX516	XXXXXXXXXXXX678	Savings	\$50.00
Last	Checking999	Direct Deposit	XXXXXXXX516	XXXXXXXXXXXX745	Checking	Remaining Balance

Print Option

☐ Paper copy of Direct Deposit wage statement will be sent to your Home

TERMS/CONDITIONS OF DIRECT DEPOSIT: By making electronic changes and/or additions to my direct deposit information, I hereby authorize and request Florida State University to initiate credit entries and, if necessary, a debit entry in accordance with NACHA rules reversing a credit entry made in error, to my account at the named financial institution. This direct deposit is to remain in effect until changed by: (a) me, either through employee self-service or in writing; (b) my legal representative, in case of my death or legal incapacity; (c) the financial institution; or (d) Florida State University. Any change made outside the self-service applications must be in writing and must occur in sufficient time to allow adequate time for the change to take effect. This election will remain in effect until the option is cancelled.

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Revised 7/2026

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FSU OMNI Training Guide

You will notice that in the example above, \$50 of the total check will be deposited into one savings account and the balance will be deposited into a different checking account.

In the example below, the amount is being changed to \$40. Click **Save** after making the change.

NOTE: If needed, you can edit the Account Number field by clicking on the pencil icon.

Direct Deposit

Accounts

Order	Nickname	Payment Method
1	Bogus	Direct Deposit
Last	Checking999	Direct Deposit

Print Option

☐ Paper copy of Direct Deposit wage statement will be sent to your Home

TERMS/CONDITIONS OF DIRECT DEPOSIT: By making election, and, if necessary, a debit entry in accordance with NACHA rules changed by: (a) me, either through employee self-service change made outside the self-service applications must be option is cancelled.

I further understand I am responsible for notifying FSU Policies to comply with the requirements of the Office of Financial Policy. FSU POLICY: FSU allows employees to have a maximum of five representative.

Cancel

Edit Account

Save

Nickname

Bogus

*Payment Method

Direct Deposit

Bank

*Routing Number

263182516

Account Number

XXXX5678

*Retype Account Number

Pay Distribution

*Account Type

Savings

*Deposit Type

Amount

*Amount

40.00

Remove

Account Type	Amount/ Percent
Savings	\$50.00
Checking	Remaining Balance

request Florida State University to initiate credit entries. This direct deposit is to remain in effect until financial institution; or (d) Florida State University. Any effect. This election will remain in effect until the

sign bank account. This is in accordance with NACHA

is to be made to the Controller, or the designated

You should now see that the change was made.

Direct Deposit						
Accounts						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Bogus	Direct Deposit	XXXXXXXXX516	XXXXXXXXXXXXXXXXX678	Savings	\$40.00
Last	Checking999	Direct Deposit	XXXXXXXXX516	XXXXXXXXXXXXXXXXX745	Checking	Remaining Balance

On the following page, you will be instructed on how to edit current Direct Deposit information.

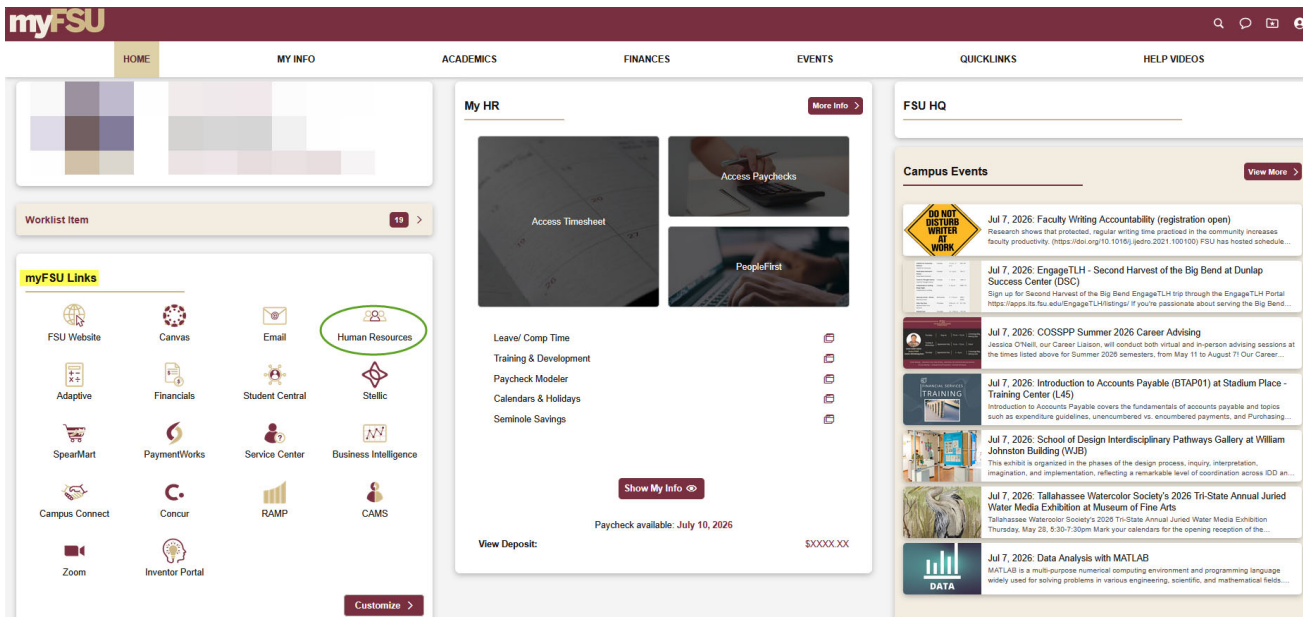
Employee Self-Service - Editing Current Direct Deposit Information

Objective

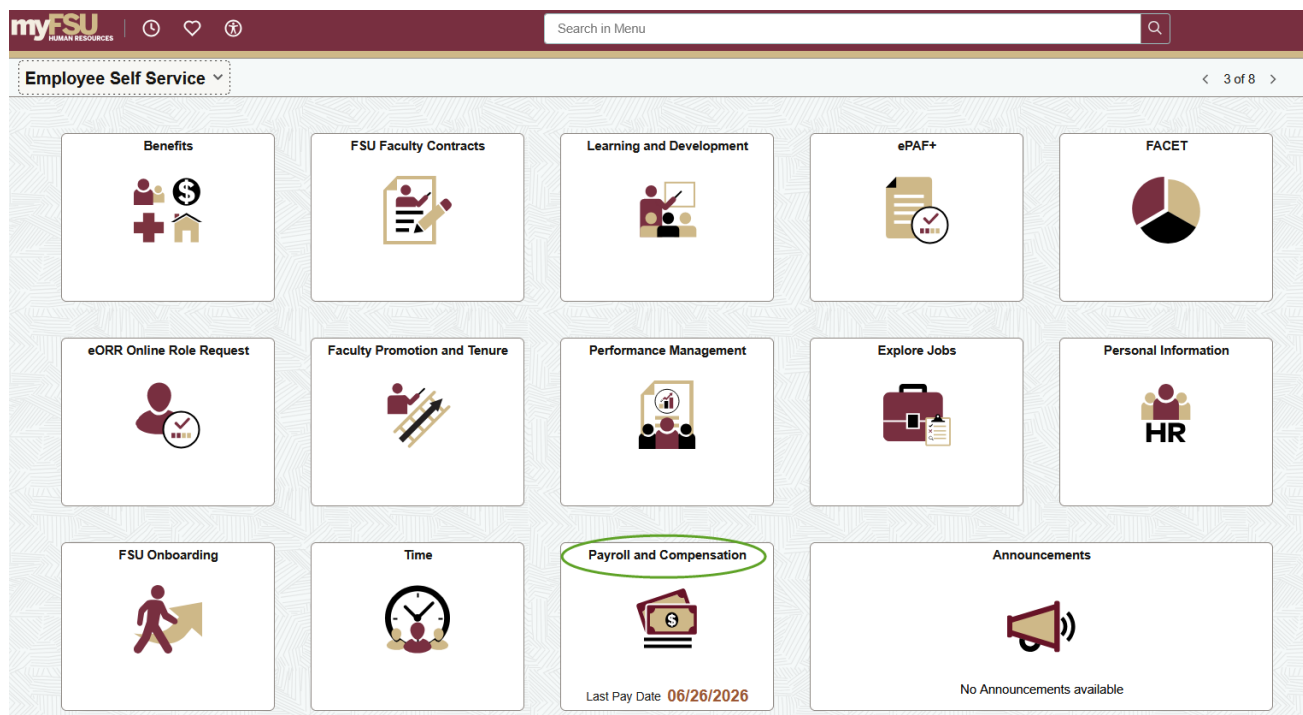
Edit remove current direct deposit information.

Navigation

Log onto OMNI through the my.fsu.edu portal. Under **myFSU Links**, click on Human Resources.



Navigate to Employee Self Service and click on **Payroll and Compensation**.



Click on **Direct Deposit.**

Payroll



Paychecks

Pay Date 06/26/2026

Net Pay	\$1,524.66
Taxes	\$344.42
Deductions	\$510.88
Total Gross	\$2,379.96



Compensation History



W-2/W-2c Consent

Form consent received



W-2/W-2c Forms

2025 W-2 Form available



Voluntary Deductions

No Deductions



Direct Deposit

5 Accounts Updated 02/11/2025



W-4 Tax Information

Updated 12/31/2025



Tax Withholding

Updated 12/31/2025



Paycheck Modeler

To edit an account, click the arrow for the account you wish to edit.

Direct Deposit						
Accounts						
+ ≡						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Bogus	Direct Deposit	XXXXXXXX516	XXXXXXXXXXXX678	Savings	\$40.00
Last	Checking999	Direct Deposit	XXXXXXXX516	XXXXXXXXXXXX745	Checking	Remaining Balance

Enter the last (5) digits of your social security number when the validation screen appears, then click **Validate**.

Nickname	Payment Method	Account Type
Bogus	Direct Deposit	Savings
Checking999	Direct Deposit	Checking

Identity Validation

STOP!! Read This!

For identity validation please enter the last FIVE digits of your Social Security Number.

Last 5 digits of SSN

If you are having trouble accessing your information, or are in need of assistance, please contact the Payroll Office at 850-644-3813 or payroll@fsu.edu. Please do NOT include any secure personal information in email.

Validate

The "Edit Account" screen will appear. Click on the pencil icon to edit the current account information.

Direct Deposit

Accounts

Order	Nickname	Payment Method
1	Bogus	Direct Deposit
Last	Checking999	Direct Deposit

Print Option

☐ Paper copy of Direct Deposit wage statement will be sent to your Home

TERMS/CONDITIONS OF DIRECT DEPOSIT: By making election, and, if necessary, a debit entry in accordance with NACHA rules changed by: (a) me, either through employee self-service change made outside the self-service applications must be cancelled.

I further understand I am responsible for notifying FSU Policies to comply with the requirements of the Office of Financial Policy. FSU POLICY: FSU allows employees to have a maximum of five bank accounts.

Cancel

Edit Account

Save

* Indicates required field

Nickname

*Payment Method

Bank

*Routing Number

Account Number

*Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

*Amount

Remove

NOTE: The Account Number box now appears blank but all the other account information carried over.

Direct Deposit

Accounts

Order	Nickname	Payment Method
1	Bogus	Direct Deposit
Last	Checking999	Direct Deposit

Print Option

☐ Paper copy of Direct Deposit wage statement will be sent to your Home

TERMS/CONDITIONS OF DIRECT DEPOSIT: By making election, and, if necessary, a debit entry in accordance with NACHA rules changed by: (a) me, either through employee self-service change made outside the self-service applications must be cancelled.

I further understand I am responsible for notifying FSU Policies to comply with the requirements of the Office of Financial Policy. FSU POLICY: FSU allows employees to have a maximum of five bank accounts.

Cancel

Edit Account

Save

* Indicates required field

Nickname

*Payment Method

Bank

*Routing Number

*Account Number

*Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

*Amount

Remove

FSU OMNI Training Guide

Edit your account information as needed and click **Save**. In the example below, the account number and amount were changed.

Direct Deposit

Accounts

+

≡

Order	Nickname	Payment Method
1	Bogus	Direct Deposit
Last	Checking999	Direct Deposit

Print Option

☒ Paper copy of Direct Deposit wage statement will be sent to your Home

TERMS/CONDITIONS OF DIRECT DEPOSIT: By making election, and, if necessary, a debit entry in accordance with NACHA rules changed by: (a) me, either through employee self-service change made outside the self-service applications must be requested from the Controller's Office. (b) the Controller's Office. (c) the Controller's Office. (d) Florida State University. Any change made outside the self-service applications must be requested from the Controller's Office. This election will remain in effect until the election is cancelled.

I further understand I am responsible for notifying FSU Payroll of any change in my direct deposit information. This direct deposit is to remain in effect until the election is cancelled. This election will remain in effect until the election is cancelled.

FSU POLICY: FSU allows employees to have a maximum of five direct deposit accounts. This is in accordance with NACHA rules to be made to the Controller, or the designated representative.

The initial account loaded during Onboarding. To edit your account:

Cancel

Edit Account

Save

* Indicates required field

Nickname

Bogus

*Payment Method

Direct Deposit

Bank

*Routing Number

263182516

*Account Number

123456123

*Retype Account Number

123456123

Pay Distribution

*Account Type

Savings

*Deposit Type

Amount

*Amount

125.00

Remove

You should now see that the change has been made.

Direct Deposit						
Accounts						
+	≡					
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Bogus	Direct Deposit	XXXXXXXXX516	XXXXXXXXXXXX123	Savings	\$125.00
Last	Checking999	Direct Deposit	XXXXXXXXX516	XXXXXXXXXXXX745	Checking	Remaining Balance

To remove an account, click on the arrow of the account you wish to remove.

Note: You cannot remove the "Remaining Balance" account; however, the information can be edited.

Direct Deposit						
Accounts						
+	≡					
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Bogus	Direct Deposit	XXXXXXXXX516	XXXXXXXXXXXX123	Savings	\$125.00
Last	Checking999	Direct Deposit	XXXXXXXXX516	XXXXXXXXXXXX745	Checking	Remaining Balance

FSU OMNI Training Guide

The "Edit Account" screen will appear. Click on the **Remove** button.

Direct Deposit

Accounts

Order	Nickname	Payment Method
1	Bogus	Direct Deposit
Last	Checking999	Direct Deposit

Print Option

☐ Paper copy of Direct Deposit wage statement will be sent to your Home

TERMS/CONDITIONS OF DIRECT DEPOSIT: By making election, and, if necessary, a debit entry in accordance with NACHA rules changed by: (a) me, either through employee self-service, change made outside the self-service applications must be made to option is cancelled.

I further understand I am responsible for notifying FSU Policies to comply with the requirements of the Office of Financial Management. **FSU POLICY:** FSU allows employees to have a maximum of five direct deposit accounts.

Cancel

Edit Account

Save

Nickname

Bogus

*Payment Method

Direct Deposit

Bank

*Routing Number

263182516

Account Number

XXXXX6123

*Retype Account Number

Pay Distribution

*Account Type

Savings

*Deposit Type

Amount

*Amount

125.00

Remove

Confirm that you want to remove the account.

Cancel

Edit Account

Save

Nickname

Bogus

*Payment Method

Direct Deposit

Bank

*Routing Number

263182516

Account Number

*Retype Account Number

Pay Distribution

*Account Type

Savings

*Deposit Type

Amount

*Amount

125.00

Remove

Are you sure you want to remove the account?

Yes

No

You should now see that the account has been removed.

Direct Deposit						
Accounts						
+ =						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Checking999	Direct Deposit	XXXXXXXXX516	XXXXXXXXXXXXXXXXX745	Checking	Full Balance >