

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. Click on the Human Resources drop down under MYFSU LINKS:

MY EMPLOYEE SNAPSHOT	Welcome, Judi!
Your 2018 W-2 tax form is now Available.	FACULTY & STAFF
within the myFSU links located on the left side of this page	. If your W-2 form does not
Human Resources within the myFSU links located on the I	eft side of this page. If you do not EMPLID:
consent to the electronic format, Payroll Services will print January 31st to your "MAILING" address on record.	FSUID:
Timesheet Paycheck	Benefits Employee Email:
Current leave as of Jan 18, 2019	SUPPORT SIGN OUT
ACCESS TIMESHEET	MY WORKLIST
	Retrodistribution of Funding
	RETRODISTRIBUTION OF FUNDING DETAILS
	Retrodistribution of Funding (FSU_eRDF RDC:RA,0,A)
	Your 2018 W-2 tax form is now Available. You may view and print your W-2 form by selecting "W-2 for within the myFSU links located on the left side of this page appear, you will need to accept the consent agreement by Human Resources within the myFSU links located on the l consent to the electronic format, Payroll Services will print January 31st to your "MAILING" address on record.

Click on Direct Deposit:

MYFSU LINKS		MY EMPLOYEE SNAPSHOT			Welcome,
	7	Your 2018 W-2 tax form is	now Available.	A	FACULTY & STAFF
		within the myFSU links located appear, you will need to accept Human Resources within the m	I-2 form by selecting "W-2 form on the left side of this page. If y the consent agreement by sele tyFSU links located on the left s	your W-2 form does not ecting "W-2 Consent" under side of this page. If you do not	EMPLID:
Admissions	•	consent to the electronic forma January 31st to your "MAILING	t, Payroll Services will print and " address on record.	mail your 2018 W-2 form by	FSUID:
Advising	•	Timesheet	Paycheck	Benefits	Employee Email:
Benefits & Resources	•				
Career Development	•	Current leave as of Jar	n 18, 2019	•	SUPPORT SIGN OUT
Financials	•	-			
Human Resources		ACCESS TIME SHEET			MY WORKLIST
Certify Effort	0	HOUL ST TIME STILLT			Retrodistribution of Fundi
					RETRODISTRIBUTION OF FU
Compensation History	Ø				Retrodistribution of Fund
Direct Deposit	ø				RDC:RA,0,A)
Faculty AOR Forms	ø				Retrodistribution of Fund RDC:RA,0,A)
Job Opening Search/Application	0				Potrodictribution of Europ



At this point, as an extra layer of security, an authentication screen will appear to verify that it is indeed you attempting to gain access to your direct deposit information. If you have already set up your authentication method you may proceed. If you have not previously set up the authentication method or need to change the data, please contact the FSU IT Service Desk at 850-644-4357.

Need Help?	Device: Landline (XXX-XXX-) Choose an authentication metho	Dd
850-644-4357	Call Me	Call Me
What is this? C Add a new device	🗄 Bypass Code	Enter a Bypass Code
My Settings & Devices Need help?	Remember me for 30 days	
Powered by Duo Security		

Once you are set up to proceed, choose your authentication method and verify it is you.

You may establish a maximum of two direct deposit accounts in OMNI. You may contact the Controller's Office Payroll Services 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.



Read the Terms/Conditions of Direct Deposit and follow the instructions for entering the account information.

To add an account click on the "+" under Accounts.

			Non-Pre	oduction Environment: SQNAH	R Hide				
< Payroll and Compensation			P	ayroll and Compensatic	n		🏫 Q, 1	@ (
📫 View Paycheck	Direct	Deposit							
W-4 Tax Information	Account	ts							
W-2/W-2c Consent	Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent		
View W-2/W-2c Forms	Last	Checking999	Direct Deposit	063107	XXXXXXX 32	Checking	Remaining Balance	>	
Compensation History					authorize and request Florida o my account at the named fir		e credit entries and, if nece	essary, a	
Voluntary Deductions	incapac	ity; (c) the financial i	institution; or (d) Florida Sta	te University.	ployee self-service or in writin occur in sufficient time to allo				
ይ Direct Deposit	will rem I further	ain in effect until the understand I am res	option is cancelled. sponsible for notifying FSU I	Payroll Services in writing if	I transfer the full amount of m ce of Foreign Assets Control (y received direct deposit			
			mployees to have maximur the designated representat		ounts. If an employee require	es more than two direct	deposit accounts, a reque	est is to be	
	You can I	have two direct deposit a	accounts. For multiple accounts:						
	2. Do not 3. Enter y		centage. Jumber (This number could be dif		number. Please contact your banki ber; NOT your debit card number.)	ng institution for the correct nu	imber.		
	To add your SECOND ACCOUNT click on the Return to Direct Deposit hyperlink.								
	2. Add a l 3. If you s 4. Enter y	Deposit Type of Amount selected "Amount" in ste your bank ACH routing n	p 2, you will need to enter the spo number. (This number could be dir	ecific amount.	number. Please contact your bank your debit card number.)	ing institution for the correct n	umber.)		
		you need to delete you count number, via e-ma		lease contact Payroll Services a	at 850-644-3813 or payroll@fsu.e	du for assistance. Never ser	nd personal information, for e	xample your	



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 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.

📷 View Paycheck	Direct Dep	posit							
🔃 W-4 Tax Information	Accounts								
W-2/W-2c Consent	+								
W-2/W-20 Golisein	Order	Nickname	Payment Method	Routing Number	A	ccount Number	Account Type	Amount/ Percent	
View W-2/W-2c Forms	Last	Checking999	Direct Deposit	063107513	x	XXXXX0232	Checking	Remaining Balance	>
Compensation History	TERMS/COM debit entry i			Add Account		(Save intersity to initiate of stitution.	credit entries and, if necess	ary, a
Voluntary Deductions	This direct of	deposi			_			e, in case of my death or le	egal
- Tolanal y Doublins	incapacity; (Any change	made	*Nickname	Bogus			ate time for the cha	nge to take effect. This elec	ction
👺 Direct Deposit	will remain i I further und		*Payment Method	Direct Deposit	Y		d direct deposit to	a foreign bank account.	
	This is in ac	corda Bank						-	
	FSU POLICY						than two direct de	posit accounts, a request	is to be
	made to the	e Cont	Routing Number	263182545	0				
	You can have	two dir	Account Number	13245768					
	1. Enter the D								
	2. Do not ente 3. Enter your t		Retype Account Number	13245768			on for the correct numb	ier.	
	4. Enter your	Accoun Pay Dis	tribution						
	5. Save.	ruy bis					_		
	To add your S	ECON	*Account Type	Savings	\checkmark				
	1. Click on the		*Deposit Type	Amount	V				
	2. Add a Depo 3. If you select	ted "An							
	 Enter your t Enter your A 		Amount	50.00			ion for the correct num	ber.)	
	6. Save.	(CCOUTIN							
	NOTE: If you	need t					istance. Never send (personal information, for exam	nple your
	bank account	t numb							

Review your changes. If the information is not what was intended, make any needed changes to your direct deposit information. Click 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	2631	XXXX57	Savings	\$50.00	\odot
Last	Checking999	Direct Deposit	0631	XXXXXX 12	Checking	Remaining Balance	>

TERMS/CONDITIONS OF DIRECT DEPOSIT: By making electronic changes, 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.

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). 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. The amount has been changed to \$40 below. Click Save.

Direct D	eposit					
Accounts						
+						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type Amount	t/ Perc
1	Bogus	Direct Deposit	263182545	XXXX5768	Savings \$50.00	
Last	Chec Cancel		Edit Account		Save cking Remain	ing Ba
TERMS/Co debit entry		*Nickname	Bogus		versity to initiate credit entries	s and
This directincapacity	t depo:	*Payment Method	Direct Deposit		egal representative, in case o	f my (
Any chang will remain					te time for the change to take	effect
I further u This is in	ndersta		263182545	0	l direct deposit to a foreign ba	ink ac
FSU POLI made to t		Account Number	XXXX5768	<i>i</i>	1an two direct deposit accol	ints, a
You can ha		Retype Account Number				
1. Enter the 2. Do not er	nterana Pav [Distribution				
 Enter you Enter you Save. 	ir bank /	*Account Type	Savings		n for the correct number.	
To add you	SECOI	*Deposit Type	Amount 💌			
1. Click on f 2. Add a De 3. If you sel	posit Ty	Amount	40.00			
 A. Enter you 5.Enter you 6. Save. 	ir bank /		Remove		n for the correct number.)	
NOTE: If yo bank accou					stance. Never send personal info	ormatic

The change was made.

Direct Deposit Accounts ÷ Payment Method **Routing Number** Amount/ Percent Order Nickname Account Number Account Type Bogus Direct Deposit 263182545 XXXX5; \$40.00 1 Savings > Last Checking999 Direct Deposit 06310 XXXXXX 2 Checking Remaining Balance >

TERMS/CONDITIONS OF DIRECT DEPOSIT: By making electronic changes, 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.