

FSU OMNI Training Guide

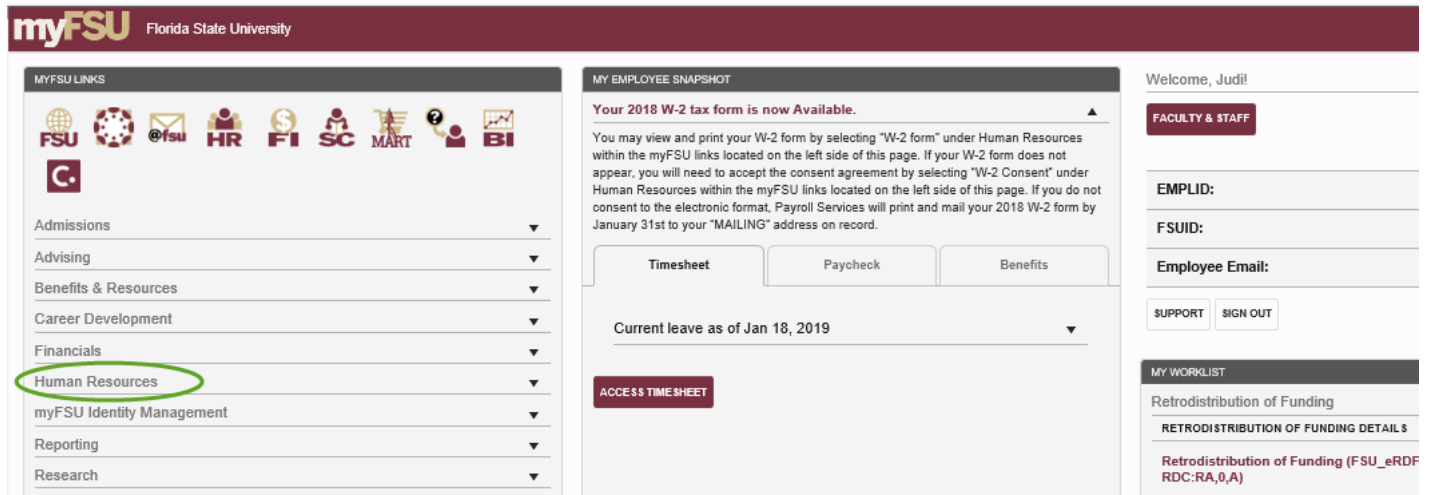
Employee Self-Service - Enrolling in Direct Deposit

Objective

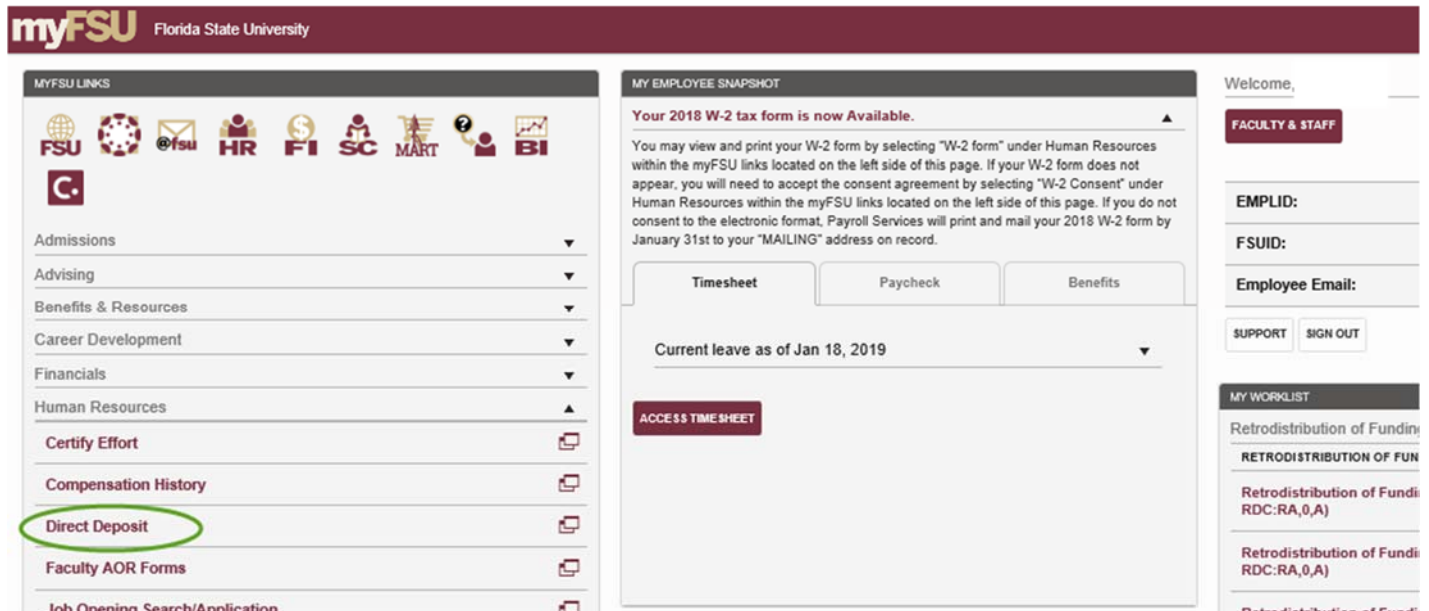
The purpose of this tutorial outlines the basic steps to change, add, and view your direct deposit information.

Navigation

Log onto OMNI through the my.fsu.edu portal. Click on the Human Resources drop down under MYFSU LINKS:



Click on Direct Deposit:



FSU OMNI Training Guide

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.

Device: Landline (XXX-XXX-)

Choose an authentication method

Call Me

Call Me

Bypass Code

Enter a Bypass Code

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-Production Environment: SQNAHR Hide
Payroll and Compensation

Payroll and Compensation
Home Search 159

- [View Paycheck](#)
- [W-4 Tax Information](#)
- [W-2/W-2c Consent](#)
- [View W-2/W-2c Forms](#)
- [Compensation History](#)
- [Voluntary Deductions](#)
- [Direct Deposit](#)

Direct Deposit

Accounts

+

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking999	Direct Deposit	063107	XXXXXX 32	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. 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 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. 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 number.)
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 SECOND ACCOUNT 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 "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.

NOTE: 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 e-mail.

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 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	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking999	Direct Deposit	063107513	XXXXXX0232	Checking	Remaining Balance

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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
Last	Checking999	Direct Deposit	0631	XXXXXX 12	Checking	Remaining Balance

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

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Bogus	Direct Deposit	263182545	XXXX5768	Savings	\$50.00
Last	Checking999	Direct Deposit	0631C	XXXXC	Checking	Remaining Balance

Edit Account

*Nickname:

*Payment Method:

Bank

Routing Number:

Account Number:

Retype Account Number:

Pay Distribution

*Account Type:

*Deposit Type:

Amount:

The change was made.

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Bogus	Direct Deposit	263182545	XXXX5768	Savings	\$40.00
Last	Checking999	Direct Deposit	0631C	XXXXC	Checking	Remaining Balance

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