


ELECTRONIC DIRECT DEPOSIT SET-UP

Employee Instruction Manual



Secure Access Login

User Name:

Password:

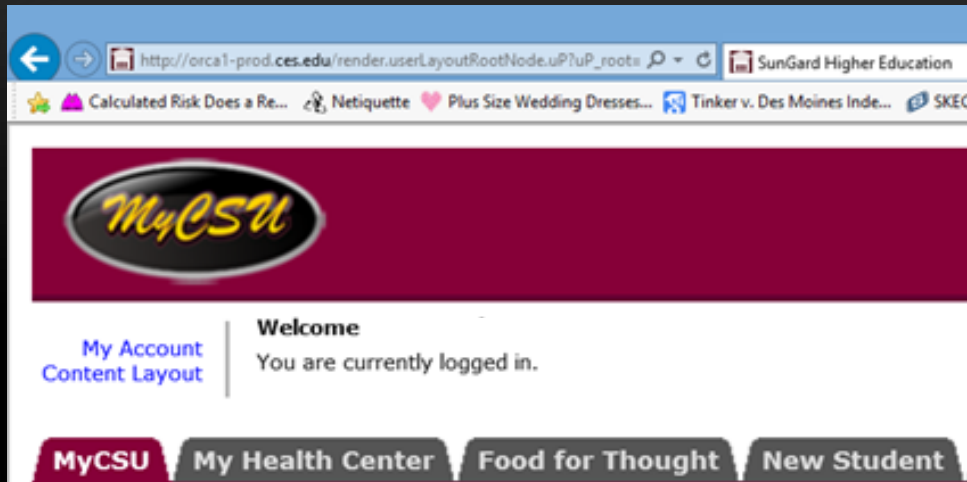
Forget Password?
Click Here

[Having problems logging in? Click here.](#)

[How do I get a user name and password?
Click Here](#)

Step 1:

SIGN INTO MYCSU



Academic Services

Click here to:

Register for courses, search the course catalog, view grades and transcripts, update your personal information, view your housing, view your financial aid and access many other administrative services.

Step 2:

ON YOUR WELCOME PAGE, UNDER YOUR MYCSU TAB, SCROLL DOWN TO ACADEMIC SERVICES ON THE LEFT HAND SIDE & SELECT, "CLICK HERE TO":

The screenshot shows a web browser window with the URL <http://orca1-prod.ces.edu/cp/render.UserLayoutRootNode.uP1uF>. The browser tabs include "SunGard Higher Education" and several other sites. The main content area features the "MyCSU My CAMPUS" logo and a "Back to MyCSU Tab" button. The "Academic Services" section is highlighted, containing a sidebar with "Colleges and Departments" (College of Arts and Sciences, College of Business and Industry) and a main area titled "Administrative Services - Access to Important Links". The main area text states: "You can access your Financial Aid info, your Housing Info, Register for classes, your Pay Stubs and more. This link will take you to your school's Administrative Services page where you will be able to access different services depending on your role at the school."

Step 3:

UNDER ADMINISTRATIVE SERVICES – ACCESS TO IMPORTANT LINKS, SELECT THE HIGHLIGHTED TEXT

The screenshot shows a web browser window with the URL <http://orca1-prod.ces.edu/cp/render.UserLayoutRootNode.uPtuF>. The browser's address bar and tabs are visible, including "SunGard Higher Education". The main content area features a red header with the "MyCSU My CAMPUS" logo. Below the header, there is a "Back to MyCSU Tab" link. The main menu includes three categories: "Personal Information" (Addresses, contacts, e-mail, marital status, SSN, PIN), "Employee" (Time sheets, time off, benefits, leave or job data, pay stubs, W2 and T4 forms, W4 data), and "Student & Financial Aid" (Apply for admission, register, view academic records and financial aid).

Step 4:

SELECT, "EMPLOYEE"

The screenshot shows a mobile browser interface for the MyCampus website. At the top, there is a navigation bar with a back arrow, a search icon, and the URL <http://orca1-prod.ces.edu/cp/render.UserLayoutRootNode.uP7uF>. Below the navigation bar, there are three tabs: "Calculated Risk Does a Re...", "Netiquette", and "Plus Size Wedding Dresses...". The main content area features the "MyCampus" logo in a red banner. Below the logo, there is a link labeled "Back to MyCSU Tab". The "Employee" section is highlighted with a yellow underline and contains a list of links: "Time Sheet", "Leave Report", "Request Time Off", "Benefits and Deductions" (with a sub-description: "Retirement, health, flexible spending, miscellaneous, be"), "Pay Information" (with a sub-description: "Direct deposit allocation, earnings and deductions histo"), "Tax Forms" (with a sub-description: "W4 information, W2 Form."), "Jobs Summary", "Leave Balances", "Campus Directory", "Effort Certification" (with a sub-description: "Allows faculty and staff to certify their own effort and a"), and "Labor Redistribution".

Step 5:

SELECT, "PAY INFORMATION"

The screenshot shows a web browser window with the URL <http://orca1-prod.ces.edu/cp/render.UserLayoutRootNode.uPTuF>. The browser tabs include "SunGard Higher Education". The page header features the "MyCSU My CAMPUS" logo. Below the logo is a "Back to MyCSU Tab" button. A navigation bar contains tabs for "Personal Information", "Student", "Financial Aid", and "Employee", with "Employee" being the active tab. A search bar with a "Go" button is located below the navigation bar. The main content area is titled "Pay Information" and contains a list of links: "Direct Deposit Allocation", "Earnings History", "Pay Stub", "Deductions History", and "Earnings by Positions". A footer bar at the bottom of the page displays "RELEASE: 8.10.1".

Step 6:

SELECT,
“DIRECT DEPOSIT ALLOCATION”

Update Direct Deposit Allocation

Step 7:

SELECT, “UPDATE
DIRECT DEPOSIT
ALLOCATION”

http://orca1-prod.ces.edu/cp/render.UserLayoutRootNode.uP7uF SunGard Higher Education

Calculated Risk Does a Re... Netiquette Plus Size Wedding Dresses... Tinker v. Des Moines Inde... SKECHERS Corporate Info... Oral Argument Pr

My CAMPUS

Back to MyCSU Tab

* - indicates a required field.

Add Allocation:

Bank Routing Number: *

Account Number: *

Account Type: Saving ▾

Remaining Amount:

Amount or Percent: Percent ▾

Payroll Deposit:

Accounts Payable Deposit:

Save

Direct Deposit Allocation

Step 8:

ADD YOUR BANKING INFORMATION.

* - INDICATES A REQUIRED FIELD.

The screenshot shows a web browser window with the URL <http://orca1-prod.ces.edu/cpi/render.UserLayoutRootNode.uP1uF>. The page header features the "MyCampus" logo. Below the header, there is a "Back to MyCSU Tab" link. A note states: "* - indicates a required field." The form section is titled "Add Allocation:" and contains the following fields:

- Bank Routing Number:** * [Text input field]
- Account Number:** * [Text input field]
- Account Type:** Saving [Dropdown menu]
- Remaining Amount:**
- Amount or Percent:** [Text input field] Percent [Dropdown menu]
- Payroll Deposit:**
- Accounts Payable Deposit:**

A "Save" button is located at the bottom left of the form. At the bottom right, there is a link for "Direct Deposit Allocation".

Step 9:

TO COMPLETE SET-UP TRANSACTION THE FOLLOWING ITEMS SHOULD BE CHECKED:
“AMOUNT OR PERCENT” USUALLY 100%
“PAYROLL DEPOSIT:”

http://orca1-prod.ces.edu/cp/render.UserLayoutRootNode.up?uF... SunGard Higher Education

Calculated Risk Does a Re... Netiquette Plus Size Wedding Dresses... Tinker v. Des Moines Inde... SKECHERS Corporate Info... Oral Argument Previews Supreme Court of Ohio a... W. H. Drane - Municipal C... central state university Lo.

My CAMPUS

Back to MyCSU Tab

E-mail Calendar Groups Logou

Direct Deposit Allocation

Pay Distribution as of Feb 21, 2014

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution			
<i>Proposed Pay Distribution:</i>							
Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution	Payroll Accounts Payable

Step 10: (Final Step)

YOUR BANK INFORMATION WILL APPEAR ONCE YOU SELECT "SAVE". DOUBLE CHECK TO ENSURE YOUR SET-UP IS CORRECT.

Important Information:

- Employees must have at least one active account.
- Employees may list three accounts.
- Enter account & routing numbers with care.
- Do not enter debit card or check numbers into the “Account Number Field”.
- If the error “Invalid bank routing number” appears, verify the routing number on your check. If the error message still appears, contact Payroll (937-376-6367 or 937-376-6346).
- The amount or percent column should not add up to 100% unless you direct deposit into one account only. Choose the percentages or amounts for applicable accounts, and one account will have “Remaining Amount” box checked. (Use the highest number priority for the account with the remaining amount [i.e., #3 if 3 accounts].)
- Direct Deposit changes can be made at any time. However, changes need to be made at least seven working days before a pay date to be effective.