ELECTRONIC DIRECT DEPOSIT SET-UP

Employee Instruction Manual
Step 1:
SIGN INTO MYCSU
ON YOUR WELCOME PAGE, UNDER YOUR MYCSU TAB, SELECT THE EMPLOYEE TAB.
Step 3:

UNDER THE EMPLOYEE TAB, SELECT EMPLOYEES’ INFORMATION.
Step 5: SELECT, “PAY INFORMATION”
Step 6:

SELECT, "DIRECT DEPOSIT ALLOCATION"
Step 7:

SELECT, "UPDATE DIRECT DEPOSIT ALLOCATION"
ADD YOUR BANKING INFORMATION.
* - INDICATES A REQUIRED FIELD.

Step 8:
Step 9:

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