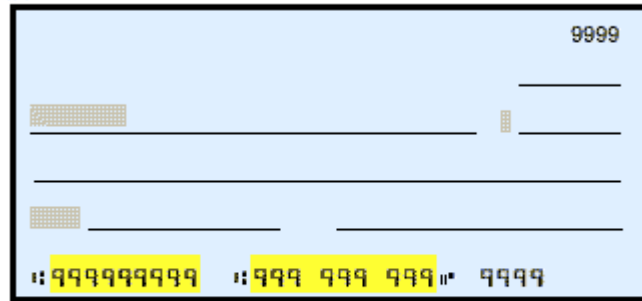


## Payroll Direct Deposit – Self Service Guide

<p><b>What do I do? Process Overview</b></p>	<p><b>This guide takes you through the process to add or make changes to your payroll direct deposit bank accounts.</b></p> <ol style="list-style-type: none"> <li>1. Review limitations, special considerations &amp; Foreign National Exemption</li> <li>2. Getting your Direct Deposit Started</li> <li>3. Log in to MyBGSU</li> <li>4. Navigate to Employee Self Service section (left side of page)</li> <li>5. Click on the Payroll Information link</li> <li>6. Click on the Direct Deposit link to view your banking information</li> <li>7. How to make changes to an existing account – click the edit button to make changes</li> <li>8. How to add additional accounts (maximum of three accounts) click the Add Account button</li> </ol>
<p><b>Step 1: Review</b></p>	<p>Review Limitations, special considerations &amp; Foreign National Exemptions</p>
<p><b>Limitations</b></p>	<p>Multiple direct deposit changes are not allowed in the same day. A person can only make one change per day to their banking information.</p>
<p><b>Special Considerations</b></p>	<p>If a bank rejects a Direct Deposit transaction because of a closed account or incorrect account information, the payroll office will attempt to contact the employee to obtain correct banking information, the funds will be re-issued, but <b>ONLY</b> after the money has been returned to the University.</p> <p><b>Note:</b> The return transaction can take up to seven (7) business days to process.</p>
<p><b>Foreign National Exemption</b></p>	<p>Foreign nationals are required to supply a Social Security number (SSN) to the payroll office before signing up for Direct Deposit. Such individuals will be paid temporarily by paper check but are required to enroll in Direct Deposit as soon as they supply the BGSU Payroll Office with their SSN.</p>
<p><b>Step 2: Getting your Direct Deposit Started</b></p>	<p>Direct deposit information cannot be entered until an employee has been hired and the paperwork has been received and entered in the BGSU Payroll system.</p> <p>Before you start, have a check or savings account information in front of you to begin your set up. While all necessary information is on your current checks, you will have to get the bank's Transit Number for savings accounts in addition to your account number.</p>

# Payroll Direct Deposit – Self Service Guide

## Check Example



1

2

- 1 - Routing Number
- 2 - Account Number

You must be absolutely sure of your bank numbers and all accounts you wish to add to your Direct Deposit.

Warning: If you accidentally type in the wrong account number, your paycheck could be deposited into someone else's account, or not be deposited at all. Please double-check your data entry before saving your direct deposit request.

## Step 3: Log Into MyBGSU

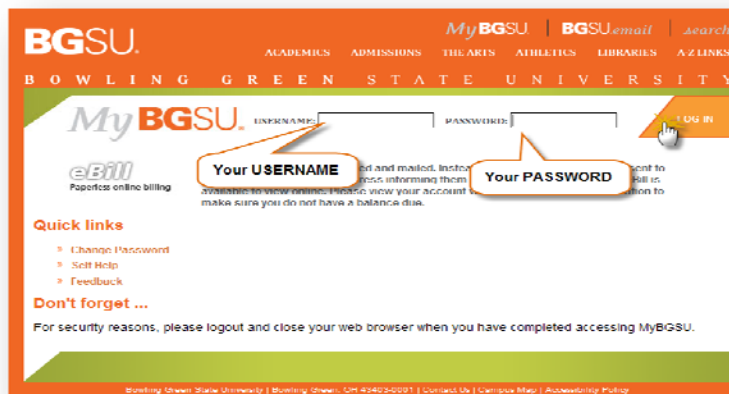
From the BGSU home page, click [MyBGSU](#).



Enter:

## USERNAME & PASSWORD

Once you have entered MyBGSU you can view your Employee Self Service section.



# Payroll Direct Deposit – Self Service Guide

<p><b>Step 4:</b> Locate</p> <p style="text-align: center;"><b>Employee Self-Service</b></p> <p>Using the <u>left</u> navigation menu locate Employee Self Service section.</p>		<p><b>Employee Self-Service</b></p> <p>Bursar Bill View/Pay</p> <ul style="list-style-type: none"> <li>▾ Payroll Information <span style="border: 1px solid black; padding: 0 2px;">?</span></li> <li>▾ Benefits Enrollment <span style="border: 1px solid black; padding: 0 2px;">?</span></li> <li>▾ Time and Labor Employee</li> <li>▾ Time and Labor Supervisor</li> </ul> <p>Manager Information</p> <p>Update Personal Information</p> <p>Summer Contract and Addenda</p>	
<p><b>Step 5:</b> Click</p> <p style="text-align: center;"><b>Payroll Information link</b></p>		<p><b>Employee Self-Service</b></p> <p>Bursar Bill View/Pay</p> <ul style="list-style-type: none"> <li>▾ <span style="border: 1px solid black; padding: 0 2px;">Payroll Information</span> <span style="border: 1px solid black; padding: 0 2px;">?</span></li> <li>▾ Benefits Enrollment <span style="border: 1px solid black; padding: 0 2px;">?</span></li> <li>▾ Time and Labor Employee</li> <li>▾ Time and Labor Supervisor</li> </ul> <p>Manager Information</p> <p>Update Personal Information</p> <p>Summer Contract and Addenda</p>	
<p><b>Step 6:</b> Click</p> <p style="text-align: center;"><b>Direct Deposit link</b></p>		<p><b>Employee Self-Service</b></p> <p>Bursar Bill View/Pay</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Payroll Information <span style="border: 1px solid black; padding: 0 2px;">?</span> <ul style="list-style-type: none"> <li>View Paycheck</li> <li>W-4 Tax Information</li> <li><span style="border: 1px solid black; padding: 0 2px;">Direct Deposit</span></li> </ul> </li> <li>▾ Benefits Enrollment <span style="border: 1px solid black; padding: 0 2px;">?</span></li> <li>▾ Time and Labor Employee</li> <li>▾ Time and Labor Supervisor</li> </ul> <p>Manager Information</p> <p>Update Personal Information</p> <p>Summer Contract and Addenda</p>	

### Example of Single Account:

If you only have one direct deposit account, it is also your **“BALANCE”** account. The amount deposited to this account would be the total amount of your **“Net Pay”**.

## Direct Deposit

Freddie Falcon

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	
Checking	274972744	000000000	Balance		999	<a href="#">Edit</a>

[Add Account](#)

### Step 7: How to make changes to an existing account

Click the **edit button** to make changes

## Direct Deposit

Freddie Falcon

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	
Checking	274972744	000000000	Balance		999	<a href="#">Edit</a>

[Add Account](#)

You can now make changes to:

Routing Number

Account Number

Account Type

Deposit Type

**Note: Be sure to click the “Save” button to ensure changes are saved**

**If this is your one and only account the deposit type cannot be changed from Balance.**

## Direct Deposit

### Change Direct Deposit

Freddie Falcon

#### Your Bank Information

Routing Number:  [View check example](#)

#### Distribution Instructions

Account Number:

\*Account Type:

\*Deposit Type:

(example: 1 = first account processed)

[Save](#)

[Return to Direct Deposit](#)

\* Required Field

# Payroll Direct Deposit – Self Service Guide

**Step 8: How to add additional accounts (maximum of three accounts)**

Click the **Add Account** button to make changes

## Direct Deposit

Freddie Falcon

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	
Checking	274972744	000000000	Balance		999	<input type="button" value="Edit"/>
<input type="button" value="Add Account"/>						

**Example of Multiple Accounts**

If you have multiple direct deposit accounts, at one or more financial institutions, you will have an account for each direct deposited “Amount”, “Percent” and “Balance”. You can have multiple savings and/or checking accounts.

**Example 1 – Direct Deposit by Amount**

Your net pay is \$500 for this pay period. Using the example below your money would be distributed as follows: Deposit Order 1 - \$200, then the Balance \$300 (The rest of the deposit after Deposit Order 1 is deposited)

## Direct Deposit

Freddie Falcon

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	
Savings	274972744	000000001	Amount	\$200	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Checking	274972744	000000000	Balance		999	<input type="button" value="Edit"/>
<input type="button" value="Add Account"/>						

**Example 2 – Direct Deposit by Percent**

Your net pay is \$500 for this pay period. Using the example below your money would be distributed as follows: Deposit Order 1 – 10%, then the Balance 90% (The rest of the deposit after Deposit Order 1 is deposited)

## Direct Deposit

Freddie Falcon

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	
Savings	274972744	000000003	Percent	10%	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Checking	274972744	000000000	Balance		999	<input type="button" value="Edit"/>
<input type="button" value="Add Account"/>						