Oklahoma State University does not allow more than one account to be setup for an employee. The same account is required for both paycheck and travel reimbursements through accounts payable.

To prevent delays in receiving your paycheck or reimbursement, it is critical that you complete the Proposed Pay Distribution (paycheck) section and the Accounts Payable section with the same account information.

Click “Update your Direct Deposit Information”
Click Update Direct Deposit

This will open the Direct Deposit Allocation Page

- **The Last/Current Account Information Used**
- **Paycheck deposit information**
- **Accounts payable deposit information**
CHANGE THE PROPOSED PAY DISTRIBUTION ACCOUNT

Step 1 – Delete the Current Proposed Pay Distribution (Payroll) Account

If you have not previously set up an account, you will not have an account to delete. Skip this step.

Only one account can be setup at a time. To replace the current account and add new account information, you must first delete the existing information.

Under Proposed Pay Distribution, check the box next to the account and click “delete”.

A pop-up message will confirm you want to delete the information. Click “delete”.

You may see this message. It is okay to proceed.

You will update the Accounts Payable Deposit account after you enter the Proposed Pay Distribution account.

Step 2 – Add the New Proposed Pay Distribution (Payroll) account

Under Proposed Pay Distribution click “Add New”
The Add Payroll Allocation page will open. Choose “Create New”

Gather your account information. It is **VERY IMPORTANT** that you enter correct information. If you are in doubt, contact your bank.

You can find your routing number and account number on your personal check or deposit slip:

Enter your account information.

**Bank Routing Number**

Bank Routing Number is also called the ABA number that is used to identify the bank you want the deposit to go to. This is the first 9 digits listed on the bottom of your personal check or direct deposit slip. Some banks have different routing numbers for checking and savings accounts. If you are unsure, contact your bank.

Your Bank Name will populate when you enter your Bank Routing Number. Verify the bank name is correct.
Authorize OSU to use this account to pay you.

Click "Save New Deposit"

- **Account Number**
  - Your account number is the actual number linked to your account. This is not your debit card number. If you are unsure, contact your bank.

- **Account Type**
  - Select the type of account (Checking or Savings).
  - It is important that you verify the Bank Routing Number is correct for the account type.

- **Amount**
  - By checking this box, I authorize the institution to initiate direct credits or debits on my behalf. This is required. You must authorize us to make direct deposits and the authority to reverse a deposit made in error. You must be an authorized signer on the account to check this box.
  - Only one bank account may be setup so “Use Remaining Amount” must be selected.

- **Options**
  - Use Remaining Amount
  - Use Specific Amount
  - Use Percentage

Click “Save New Deposit”
Step 3 - Review the new bank account information listed under the Proposed Pay Distribution

![Bank Account Information]

UPDATE THE ACCOUNTS PAYABLE DEPOSIT ACCOUNT INFORMATION

Step 4 – Delete the current Accounts Payable Deposit account

If you have not previously set up an account, you will not have an account to delete. Skip this step.

Under Accounts Payable Deposit, check the box next to the account and click “delete”

![Delete Account]

A pop-up message will confirm you want to delete the information. Click “delete”.

Step 5 – Add the New Proposed Pay Distribution (Payroll) account as the Accounts Payable Deposit account

Under Accounts Payable Deposit, click “Add New”

![Add New Account]
The Add Accounts Payable Deposit page will open. Choose “Create from existing account information”. Select the one available account (the Proposed Pay Distribution account).

**NOTE:** Although, the system will allow you to enter an account that is different from the Proposed Pay Distribution account, creating a new account here may result in delays in payments.

Check the box to authorize the Accounts Payable Deposit account.

Click “Save New Deposit”

**Step 6 – Verify the Accounts Payable Deposit account information**

The Accounts Payable Deposit account information should list the same information as the Proposed Pay Distribution account.
Step 7 – One last look

Close Banner tab

Click Review Direct Deposit Allocation
Review the updated information

NOTE: Your banking information may show on 2 lines.

If everything is correct your direct deposit is setup and ready to be used on the next available pay day.