Direct Deposit Procedures

New Direct Deposit Enrollment

Follow the instructions below to set up direct deposit.

Collect the following information:

- Bank Routing Number
- Account Number

The Bank Routing Number and Account Number can both be located on your personal check. See diagram to the right.

Once you have the necessary information, log on to myGate, and complete the steps below.

Students: Click on Money Tab

- Student direct deposits are limited to one account.
- If your student refund has already been authorized for payment, your direct deposit changes may not become effective for that payment.

Add Account for Direct Deposit

This bank account will be used for all reimbursements and student refund payments until you make changes. No checks will be issued.
Employees (Including Student Workers): Click on Employee Tab

Establish New Direct Deposit

[Instructions and diagrams for establishing new direct deposit]

Add Additional Direct Deposit Account

[Instructions and diagrams for adding additional direct deposit account]

[Other instructions and diagrams for managing direct deposit]
Notes for Employees:

- Employees are limited to 2 direct deposit accounts.
- If you currently have more than 2 accounts and you make a change to your direct deposit you will be limited to 2 accounts.
- If allocating by percentages, the total must equal to 100%
- If you sign up for direct deposit or make a change to your direct deposit during the week you are paid, the change may not take effect until the next payroll.
- After you enroll or make a change your direct deposit should be effective on your next payroll check. However, due to the timing of our payroll deadlines this is not guaranteed.
- If you are cancelling you direct deposit, please make sure you do that 5 business days before payroll to ensure that it will be processed before the file is sent to the bank.