

Sign Up for Direct Deposit

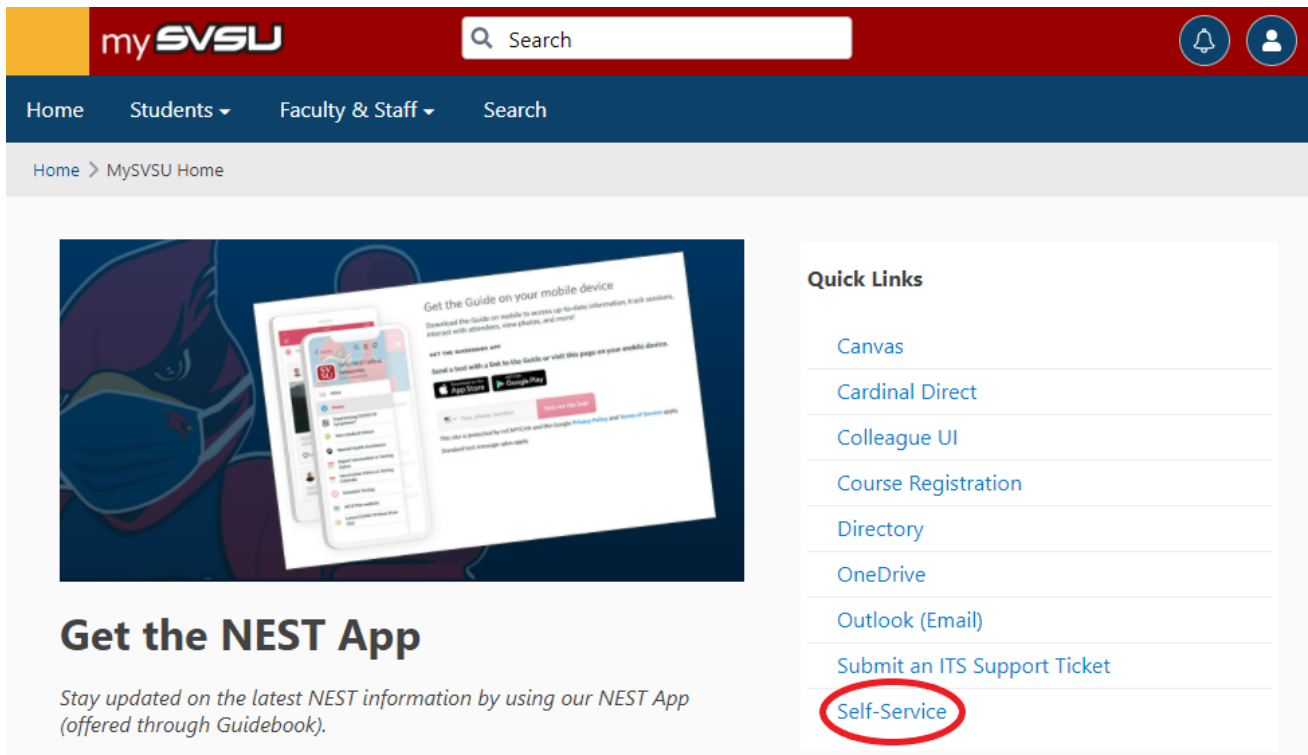
You can complete your direct deposit information once you have your Technology Access and have completed this process. This is done once your New Hire Paperwork is processed.

Sign Up Now

1. Log into “MySVSU” which can be found at my.svsu.edu or the top bar of www.svsu.edu



2. Click on “Self-Service” under “Applications”



3. Click on **“Banking Information”** under **“Self-Services”**

The screenshot shows the mySVSU Self Service dashboard. At the top, there is a dark blue header with the logo and 'my SVSU Self Service' on the left, and 'Sign out' and 'Help' on the right. Below the header, a light gray banner says 'Hello, Welcome to Self Service!' and 'Choose a category to get started.' The main area contains a grid of service tiles. The 'Banking Information' tile, which includes a green bank icon and the text 'Here you can view and update your banking information.', is circled in red. Other tiles include Student Finance, Financial Aid, Tax Information, Employee, Student Planning, Course Catalog, and Graduation Overview.

4. In **“Banking Information”** then **“+ Add Account”**

The screenshot shows the 'Banking Information' page. The header is the same as the previous screenshot. Below the header, there is a breadcrumb trail: 'Financial Information > Banking Information'. The main heading is 'Banking Information'. Underneath, there is a section titled 'Active Accounts'. To the right of this section, a blue button with a white plus sign and the text '+ Add an Account' is circled in red. Below this, there is a table with columns for 'Payroll Deposits', 'Verification', 'Amount', and 'Deposit Priority'. A blue button labeled 'View All' is positioned to the right of the table.

5. If you have a prior account set up, enter your existing account number

6. Payroll Deposit = Active

Financial Information · Banking Information

Banking Information

Active Accounts + Add an Account

Payroll Deposits	Verification	Amount	Deposit Priority	View All
	✓ Verified	Balance	Last	>

Refunds, Reimbursements & Payments	Verification			View All
	✓ Verified			>

Note: "Refunds, Reimbursements & Payments" refers to any payments you would receive from the University that is not your regular paycheck, such as mileage reimbursement.

7. The Effect Date field will default
8. Select the amount of your paycheck to be deposited in this account
 - a. If you only add one account, this should be "Entire Balance"
 - b. "Specific Amount" must be an exact dollar amount
 - c. Use "Remaining Balance" if you have other accounts added and would like the rest deposited into this account
9. Select "Next"
10. Fill in your account information
11. Agree to Terms and Conditions at the bottom of the screen
12. Click Submit

Note: Verification will be shown as "Not Verified" until Payroll processes it.

To end a remaining or entire balance account, you must add a new account first.

If you have questions, please contact Human Resources at HR@svsu.edu or at 989.964.4108.

Important Notice:

You must notify payroll immediately if you have instructed your bank to transfer SVSU's entire electronic payment to an account outside the United States. We will then need to collect additional information from you so that our bank can satisfy its regulatory obligations. SVSU cannot be responsible for resulting delays.