SETTING UP DIRECT DEPOSIT ON MY.BOISESTATE

Boise State University requires direct deposit for all payroll checks. If an employee does not have a Direct Deposit, a Wells Fargo (VISA debit card) can be opened for that employee, and all wages will be deposited into that account.

Introduction

The purpose of this procedure is to walk the user through the setup of direct deposit information through my.boisestate.

Follow the procedure below to setup direct deposit account information in my.BoiseState Self-Service.

1. Open your web browser and go to the following URL address: https://hrcs.boisestate.edu/psp/EPRD/EMPLOYEE/HRMS/?cmd=login

2. Enter your Username and Password that was assigned to you. Click the SIGN IN button.

3. From HR Self Service menu, click on Payroll and Compensation

NOTE: If this link is not working, Human Resources has not input your hiring paperwork into PeopleSoft. This needs to be done to activate your my.boisestate account. If after your first day of work, this link still does not work, please contact Human Resource Services x61616.
Click on Direct Deposit

Guidelines:
To change your existing direct deposit account to a new bank or a new account, select the Edit button and follow the instructions on the next page.

If you haven't previously signed up for direct deposit, select the Add Account button and follow the instructions on the next page.

Only one direct deposit account can be created.

Entering a random string of numbers in the account number field will cause your direct deposit to be rejected. This will delay your pay or refund by several days. If you are trying to inactivate your direct deposit, contact Human Resources at 426-1616 if you are an employee or email the Account Maintenance Center at sfinfo@boisestate.edu if you are a student.

Employee Information:
Direct Deposit is required of all employees by Boise State University. However, in case of an emergency (or if you are transitioning accounts), you may stop your direct deposit by submitting written notification to Human Resource Services, PAAW Building (Public Arts and Affairs, West).

Student Information:
Direct Deposit is highly recommended but not required for students of Boise State University. If you wish to stop your direct deposit, submit an email to sfinfo@boisestate.edu including your name and student ID or you may bring written notification to the Account Maintenance Center, Administration Building, Room 101.
You may, at any time after set-up, review, add or update your direct deposit information.

To enter your direct deposit information, click the **Add Account** button.

Direct Deposit is required of all employees by Boise State University. However, in case of an emergency, (or you are transitioning accounts) to stop your direct deposit, please submit written notification to Human Resource Services, PAAW Building (Public Arts and Affairs, West).

Select either Checking or Savings from the pull-down menu to choose the type of account that you want your paycheck deposited into.
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If you want to deposit your paycheck into your checking account, please take a minute to compare your actual personal check with this example check.

![Example Check]

ABA / TRANSIT ROUTING NUMBER
Example: 231381116

ACCOUNT NUMBER
Example 0123456789

NOTE: This information must come from a check and not a deposit slip, as the numbers may differ.

Enter your ABA / Transit Routing number and Account Number from your check or from the information provided by your bank for a savings account.

Transit Number:   (e.g. 231381116)
Account Number:   (e.g. 0123456789)

*continued on next page*
Click the **Save** button to save your account information.

Please note: After you have updated your direct deposit information on my.BoiseState, there is a payroll pre-notification cycle before the actual deposit begins. Therefore, you may still receive at least one check (possibly two) after you have submitted your direct deposit information on my.BoiseState. This pre-notification cycle verifies your bank number, account number, and account type. Changing direct deposit accounts also requires the same pre-notification cycle.