

Direct Deposit Set-Up

Direct Deposit is not required, but highly recommended for all SUU employees.

- Go to your mySUU Portal and Login
- On the left hand side of your portal go to Apps and click on Direct Deposit
- *Please read and understand everything under **HEADS UP!***
 - *This will only appear the first time you login to the Direct Deposit page.*
- **Click on Add New listed under Proposed Pay Distribution**
 - Choose an option
 - Create from existing account information
 - Choose this one if you already have an account in the system for tuition and/or scholarships
 - Create new
 - Choose this one if you do not have anything already in the system or you need to add a new account
- **Create from Existing Account Information**
 - Account info will appear at top (make sure this is correct)
 - Select the amount
 - Use percentage (leave the other two alone, those do not apply to hourly positions)
 - Put in 100%
 - Leave Priority alone
 - Check box at the bottom
 - Click on Save New Deposit
- **Create New**
 - Type in Routing Number

- If you do not know it, you can google it for your bank/credit union (this is the same for everyone who banks through them)
 - Found on the bottom portion of your check (left most)
- Type in Account Number
 - This is your own private account
 - *Not* the number on your debit card
 - Found on the bottom portion of your check (middle)
- Select Account Type
 - Checking or Savings
- Select the amount
 - Use percentage (leave the other two alone, those do not apply to hourly positions)
 - Put in 100%
- Check box at the bottom
- Click on Save New Deposit
- Prenote or Active will appear in the status section after you have saved your direct deposit information
 - Prenote: we need to double check those numbers to make sure they are yours. This process can take up to 3 weeks to confirm. Typically, the first pay period after you set up Direct Deposit will be issued as a check and mailed to your most current mailing address on file. After, they will be issued as direct deposit.
 - Active: all will be issued as Direct Deposit, no checks.

If you have any questions or concerns about the process, please email hraid@suu.edu or give us a call at 435.865.8572.