

Direct Deposit

- Mark **both** “Proposed Pay Distribution” **AND** “Accounts Payable”
 - You must mark the authorization box at the bottom and save for it to apply.
 - Please wait to set up Direct Deposit until you get your Welcome to SUU email
 - Note: First Paycheck will be in the mail
 - Status of Direct Deposit will switch to **Active** **after** payroll runs, which can take at least one full payroll cycle.
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- **Pay Days: 10th and 25th** of each month
 - Payment is issued on these days via check in mail or direct deposit
 - Mail can take up to 10 days to arrive, please be patient!



Previous • Direct Deposit Allocation

Wells Fargo Bank West N.A.	xxxxx0076	xxxxxx6125	Checking	
				Total Net Pay

Proposed Pay Distribution

Delete Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Wells Fargo Bank West N.A.	xxxxx0076	xxxxxx6125	Checking	Remaining	1		Active
						Total Net Pay	

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Accounts Payable Deposit

Delete Add New

Bank Name	Routing Number	Account Number	Account Type	Status
<input type="checkbox"/> Wells Fargo Bank West N.A.	xxxxx0076	xxxxxx6125	Checking	Active

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

