

1. Go to your SUU Portal <https://my.suu.edu>
 - a. Under Apps Section select Direct Deposit
2. Set up your Direct deposit under “Proposed Pay Distribution” and select “Add New”.
3. Also set up your "Accounts Payable" for Reimbursements for travel

*****Please know your first check will be mailed. Once your direct deposit is set up then the second pay check will be direct deposited. Your first check will be mailed to whatever your mailing address is on your HR paperwork / SUU portal under mailing address.*

The screenshot shows the 'APPS' section of the SUU Portal. The 'Direct Deposit' option is highlighted in yellow. Below the 'APPS' section is a 'BANNER' section with various options like 'Banner Login', 'Argos', 'Address Update', etc. To the right of the 'APPS' section, there is a 'PARKING LOT CLOSURE' banner with a red car icon and a green 'Parking Lot Map' button. The banner text states: 'The Auditorium parking lot will be closed for rest Wednesday, July 6. Any questions can be directed to Management at ext. 8735.'

Direct Deposit Allocation

Pay Distribution as of 06/24/2022

Heads Up!

Please keep in mind that it may take several payroll cycles for changes to take effect.

A pre-notification must be sent to your reported account before it can be used to disburse your paycheck. This process will verify your account information during the following pay-cycle and a paper check will be mailed to the current mailing address on file. Please keep in mind that payroll disbursement files are generated and sent several days before payday. If information is updated during this time, the pre-notification will be sent to your financial institution the following pay cycle.

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
XXXXXXXXXXXXXXXXXXXX	XXXXXXXX	XXXXXXXXXX	Checking	\$500.00
Total Net Pay				\$500.00

Proposed Pay Distribution

Delete Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
XXXXXXXXXXXXXXXXXXXX	XXXXXXXX	XXXXXXXXXX	Checking	Remaining	1	\$500.00	Active
Total Net Pay							\$500.00

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.

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

Cancel Changes Save Changes

Add Payroll Allocation



Choose an option:

- Create from existing account information
- Create new

Bank Routing Number



Account Number



Bank Name

Account Type

Priority

Amount

- Use Remaining Amount
- Use Specific Amount