Direct Deposit Self Service Tutorial

Employees are now able to set up and manage their Direct Deposit allocation for Payroll and AP (Employee Reimbursements).
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For Employees without a Direct Deposit Allocation

ADD A FIRST-TIME (NEW) DIRECT DEPOSIT ALLOCATION

1. Go to www.fgcu.edu

2. Select Gulfline

3. Log in using your Network log in and password
4. Choose an authentication Method

![Choose an authentication method](image)

5. Select Pay Information under the Employee tab

![Employee tab](image)
6. Select Direct Deposit Allocation

7. Select Add New Direct Deposit
8. Enter Banking Information

Banking Information includes:

A. Bank Routing Number (Use **ACH Routing Number**, if provided on check)
B. Account Number
C. Account Type: (Checking or Savings)
D. Amount or Percentage
E. Select the boxes for: Payroll Deposit and Accounts Payable Deposit (Reimbursements).
9. After entering your Banking Information, Select **Save**

After saving, your accounts will be in the Status of **Prenote**.

A **Prenote** is a test transaction for zero dollars to ensure the account information provided is valid before live transactions commence. Upon successful Prenote, Payroll and AP reimbursements with actual dollar amounts will be submitted through the Automated Clearing House to your bank account. Due to the Prenote, one paper check may be received after the completion of the direct deposit set-up.
For Employees with a Direct Deposit Allocation

1. To enter an additional bank account, Select Pay Information under the Employee tab.
2. Select Direct Deposit Allocation

3. Select Update Direct Deposit Allocation at the bottom of the screen.
4. Go to Add Allocation and enter bank information

Banking Information includes:

A. Bank Routing Number (Use ACH Routing Number, if provided on check)
B. Account Number
C. Account Type: (Checking or Savings)
D. Amount or Percentage
E. Select the boxes for:
   • Payroll Deposit
   • Accounts Payable Deposit (Employee Reimbursements). **NOTE: DO NOT SELECT Accounts Payable Deposit for more than one account.** The account selected for Accounts Payable Deposit should be the one with either 100% or the remaining amount box checked.
5. Then Select **Save**

Bank priority is updated automatically after saving
After saving, your accounts will be in the Status of Prenote.

A **Prenote** is a test transaction for zero dollars to ensure the account information provided is valid before live transactions commence. Upon successful Prenote, Payroll and AP reimbursements with actual dollar amounts will be submitted through the Automated Clearing House to your bank account. Due to the Prenote, one paper check may be received after the completion of the direct deposit set-up.
To Update an Existing Direct Deposit Allocation

1. To update an existing bank account, Select **Pay Information** under the Employee tab.
2. Select **Direct Deposit Allocation**

3. Select **Update Direct Deposit Allocation** at the bottom of the screen.
4. Select Bank Account that will be updated

5. Changes can be made to Account Type, Amount, or Percentage
6. Select **Save** to ensure that changes are processed

Any Changes to Bank Account and Routing Numbers will be in **Prenote** Status

**Note:** Dollar amount or percentage changes to existing bank accounts are active for the next pay period.
To Inactivate a Direct Deposit Account

1. To inactivate a bank account, Select **Pay Information** under the Employee tab.
2. Select Direct Deposit Allocation

3. Select Update Direct Deposit Allocation at the bottom of the screen.
4. Select Bank Account to Inactivate:

5. Select the **Inactivate** box
6. Select Save

The Inactive Account will be removed after you save.
Questions?

Contact the Payroll Office
- Jina Hernandez, Assistant Controller
- Sara Wood, Manager
- Amy Hall, Assistant Manager
- Randy Stuart, Payroll Analyst
- Marsha Lynch, Payroll Assistant

Email us at PayrollOffice@fgcu.edu

For more information, please visit the Office of the Controller website.