

**ADD DIRECT DEPOSIT ACCOUNT INFORMATION**

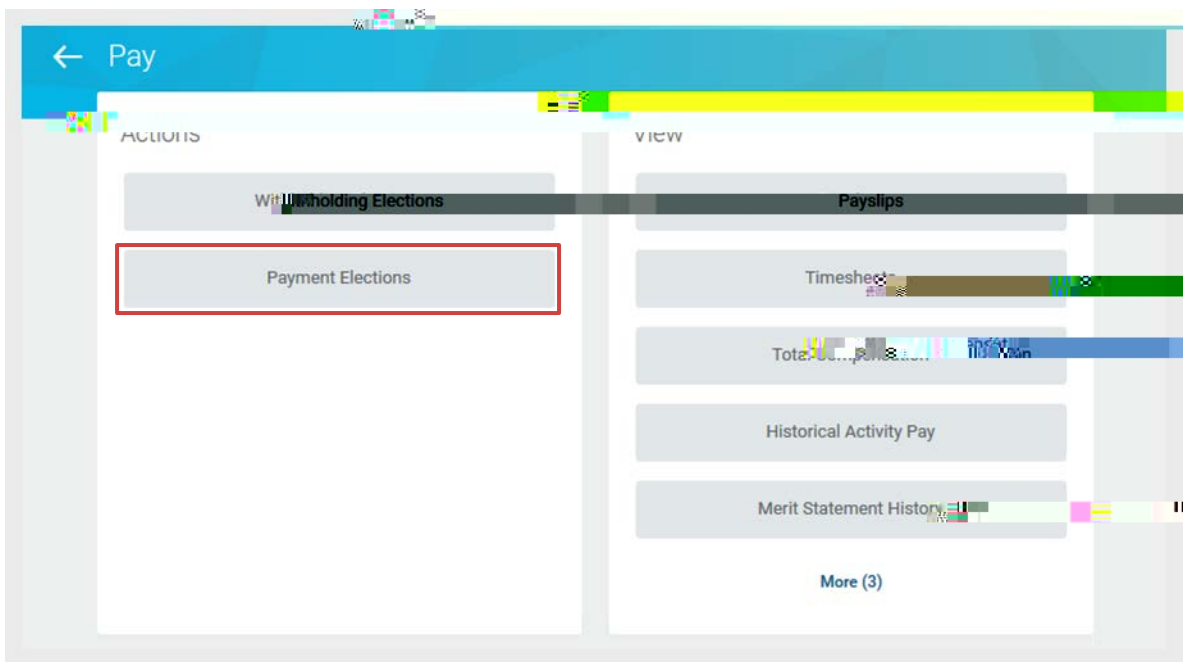


Setting up a Payment Election involves first setting up bank accounts for direct deposit and then distributing particular pay types to these accounts. . All other campuses should submit the AS

Agreement for Direct Deposits paper form to LSU A&M Payroll or the employee campus HR office.

From the **Pay** worklet:

1. Click **Payment Elections** under Actions.



2. In the **Accounts** section, click the **Add** button to add an account.



3. Complete the **Account Information**.
  - a. Add a **Nickname** to help identify the account (optional).
  - b. Enter the **Routing Transit Number**, **Bank Name**, and **Account Number**.
  - c. Select the **Account Type** (Checking or Savings).
  - d. Optionally, you can enter a **Bank Identification Code**.
4. Click **OK** to save. Once the account has been added, the account can be used to make payment elections.

**Account Information**

Account Nickname (optional)

Routing Transit Number \*

Bank Name \*

Bank Identification Code

Account Type \*  Checking  Savings

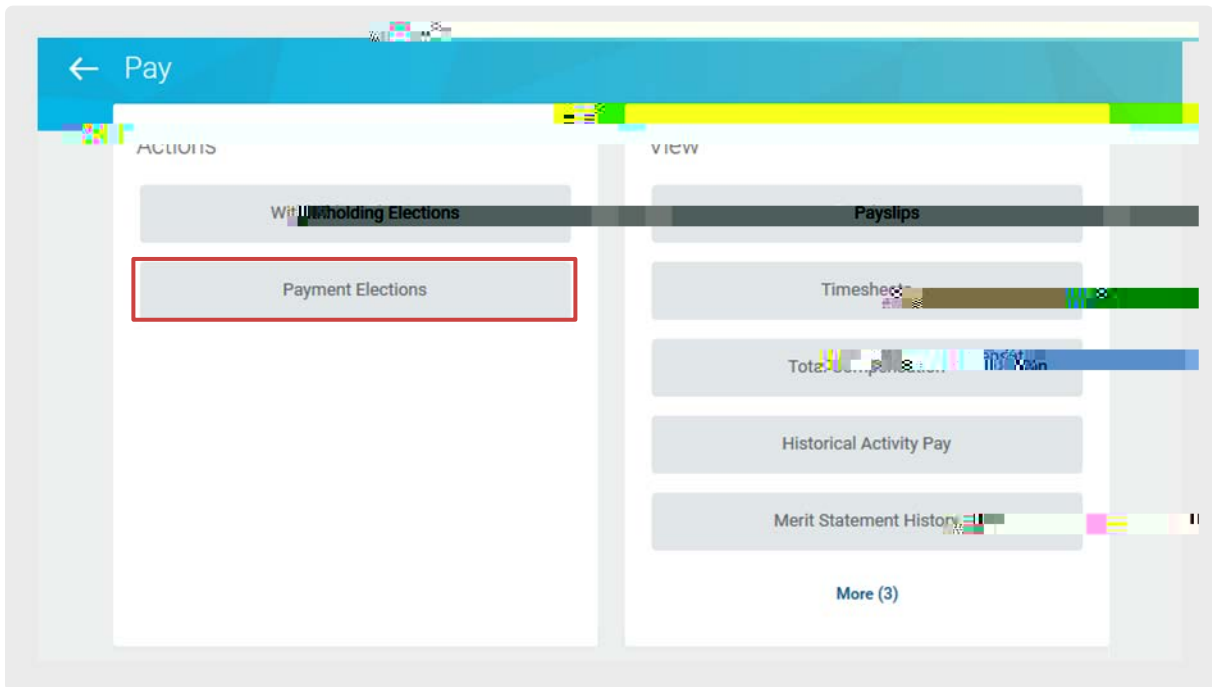
Account Number \*

Keep in mind that employees may have their paycheck split between 4 accounts.

## CHANGE DIRECT DEPOSIT ACCOUNT INFORMATION

From the **Pay** worklet:

1. Click **Payment Elections** under Actions.







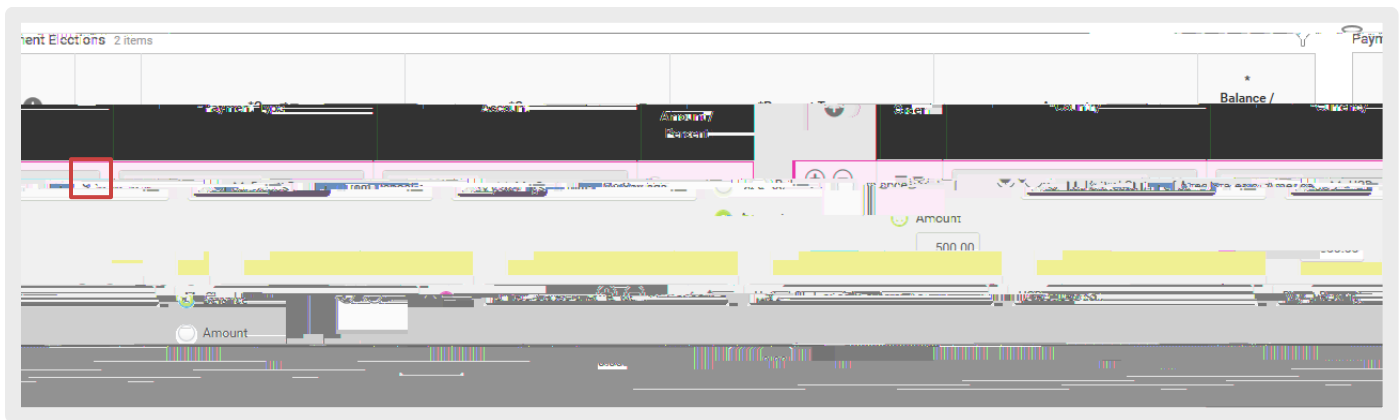




- On the Payment Elections screen, make updates to the appropriate fields. These include **Account** and **Balance/Amount**.



- If you wish to delete a Payment Election, click the **Minus** icon next to the Payment Election you wish to delete.



- Click **OK** to save your changes.