How To Update Your Payroll Direct Deposit

- 1). Log in to MyJaxState.
- 2). Find the "HR Forms" card.

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2a). If you do not have this card, scroll to the bottom of MyJaxState and click on "Discover More."

(If you do have this card, skip to step 3 below)



2b). In the search box, type "HR Forms" and click on the drop-down menu.



2c). Click the bookmark ribbon on the right-hand side of the card so that this will stay on your MyJaxState home page.

HR Forms	
BENEFITS	Save card to home page
PERSONNEL ACTIONS	0
CONTRACTS	•
TEMPORARY EMPLOYMENT	0
CURRENT EMPLOYEES	0
OTHER FORMS	0

3). Click on the plus symbol (-) next to Current Employees and then click on "Direct Deposit Authorization."



4). **Type** the **Routing Number** and **Account Number** of your bank account – please be sure to type these accurately.

In the Check One drop-down box, select one the following: New, Change, or Cancel

- New a new account that is not on file
- Change an account already on file that you are updating
- Cancel an account already on file that you want to stop depositing into

In the Account Type drop-down box, select either Checking or Savings

In the Amount of Net Pay drop-down box, select one of the following: Balance or Amount

- Balance the entire balance of your paycheck
- Amount a specific dollar amount of your paycheck

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	DEPARTMENT OF HUMAN RESOURCES		
	JACKSONVILLE STATE UNIVERSITY		
An Equal	Opportunity Affirmative Action Employer		
	Direct Denesit Authorization E		
	Direct Deposit Authorization P	-0111	
This form is to be completed information. All fields with t	o add a new Direct Deposit Account, or to change or delete an existing an e asterisk (*) indicate required information.	ccount. To ensure prompt processing, provide all required	
Travel or other reimbursemer directly when a change is req	ts processed through Accounts Payable will be deposited into the primary uired for a travel or other reimbursements.	y account on file with Payroll. Please contact Accounts Payable	
Employee Information			
Employee Name: * Caroline H	boo	JSU ID: *	
Account Details			
If you only have one (1) acco specify two (2) or three (3) ac will then be deposited into the Supporting decumentation is	Int in the direct deposit program, the entire amount of the Net Pay will be counts, a portion of your net Pay will be deposited into the other account account designated as balance.	e deposited into the account with "Balance" selected. If you (s) that is/are designated as dollars (\$). Any remaining net pay	
de Select Checking	or Savings of routing and account numbers to ensure accuracy of umber and the specific account number. Examples are: of routing and account number from a mobile banking a	pp, or a Select New, Change, or Cancel and	
Account One 1)	Check One*		
Routing Number:*	Account Number:"		
Account Type: Please S			
Amount of Net Pay:*	Please Selec	select Balance or Amount	
Account One (1) Supporting	Document Upload: Attach File	If you select Amount, type in the dol	llar amount you want deposited into your a

5). Attach the Supporting Document Upload by clicking Attach File.

This can be any of the following:

- a copy of a voided check
- a direct deposit form from your banking institution
- a screenshot of your banking app (must include the full routing and account number)

If you don't have an attachment ready, you can email a copy to HRConfidential@jsu.edu within 5 business days (see Step 6).

DEPARTMENT OF HUMAN RESOURCE	5				
An Equal Opportunity Affirmative Action Employer					
Direct Deposit Authorization Form					
This form is to be completed to add a new Direct Deposit Account, or to change or delete an existing account. To ensure prompt processing, provide all required information. All fields with the asterisk (*) indicate required information.					
Travel or other reimbursements processed through Accounts Payable will be deposited into the primary account on file with Payroll. Please contact Accounts Payable directly when a change is required for a travel or other reimbursements.					
Employee Information Employee Name: "Caroline Hood JSU ID: *					
Account Datails					
If you only have one (1) account in the direct deposit program, the entire amount of the Net Pay will be deposited into the account with "Balance" selected. If you specify two (2) or three (3) accounts, a portion of your net Pay will be deposited into the other account(s) that is/are designated as dollars (\$). Any remaining net pay will then be deposited into the account designated as balance. Supporting documentation is required to verify the routing and account numbers to ensure accuracy of the information listed below. Please attach documentation that clearly shows the financial institution's routing number and the specific account number. Examples are: picture or PDF file of a voided check, savings deposit slip, direct deposit form from your institution, screenshots of routing and account number from a mobile banking app, or a letter from the financial institution with the routing and account number listed.					
Account One (1)	Check One:* Please Select V				
Routing Number:*	Account Number:*				
Account Type: Please Select V					
Amount of Net Pay:* Account One (1) Supporting Document Upload: Attach File	Please Select V				

6). Select your response from the Supporting Documentation drop-down box at the bottom of the form and then click "Next."

Authorization By electronically signing this form, I authorize Jacksonville State University (JSU) and/or its representative to initiate direct deposit (credit) entries. If funds to which I am not entitled are deposited to my account, I authorize JSU and/or its representatives to direct the bank to return said funds (debit). I understand that my bank must be a member of the Automated Clearing House (ACH) in order for my net pay to be processed via Electronic Funds Transfer (EFT). This authorization is to remain in effect until it is changed or cancellation of such changes or cancellation.
Supporting Documentation: * Please Select
Please Select
HR Verification of Request Yes, I will attach supporting documentation to this request Verification of Request: * No, I will obtain the documentation and email it to HRConfidential@jsu.edu within 5 business days
Save Progress Next

7). Sign the form electronically by typing in your first and last name, and click "Sign Electronically."

Electronic Signature					
Please read the <u>Disclosure / Consent</u> before you sign your form electronically.					
Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you has read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.					
To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.					
Caroline	Hood				
Caroline	Hood				
Previous Sign Electronically					
If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.					
Opt out and print					

8). You have finished submitting the form. Next, Human Resources will electronically sign and approve your form and it will be routed to Payroll to be updated.