






Direct Deposit Enrollment Using mySUU Portal

Direct Deposit is highly recommended for all SUU employees and students. Electronic payments deposit quicker, are more secure, and help reduce the risk of check fraud, and lost or stolen checks.

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- Navigate to your portal at my.suu.edu and login using your credentials.
 - On the left hand column under APPS, find and select  Direct Deposit
 - Please read and understand everything under **HEADS UP!**
 - Under Proposed Pay Distribution select 
 - Complete the Add Payroll Allocation form with your banking information and allocation preferences.
 - Additional accounts may be added to split deposits between accounts as you wish. It is recommended to select “Use Remaining Amount” for one account allocation to prevent a physical check being issued.
 - **Prenote** status will appear next to the newly added account until your bank account has been verified as accurate.
 - Account verification can take up to 3 weeks. Typically, your second payroll check after enrollment will fund via direct deposit.
 - After account has been verified status will display as **Active** and future payroll will deposit electronically.

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- ▶ Accounts Payable Direct Deposit enrollment allows University AP payments such as travel reimbursements, stipends, student refunds, and other non payroll university payments to deposit into your account electronically.
 - ▶ To enroll, select  under the Accounts Payable Deposit section.
 - ▶ If you have an account established for Payroll you can select “Create from existing account information” or you may “create new” to add a different account.
 - ▶ Accounts Payable only allows one account for electronic payments and are verified similarly to payroll accounts. Verification for AP accounts is quicker because AP batches are sent out more frequently.
 - ▶ If you have any questions or concerns about this process please contact Human Resources by emailing hraid@suu.edu or calling 435-865-8572.