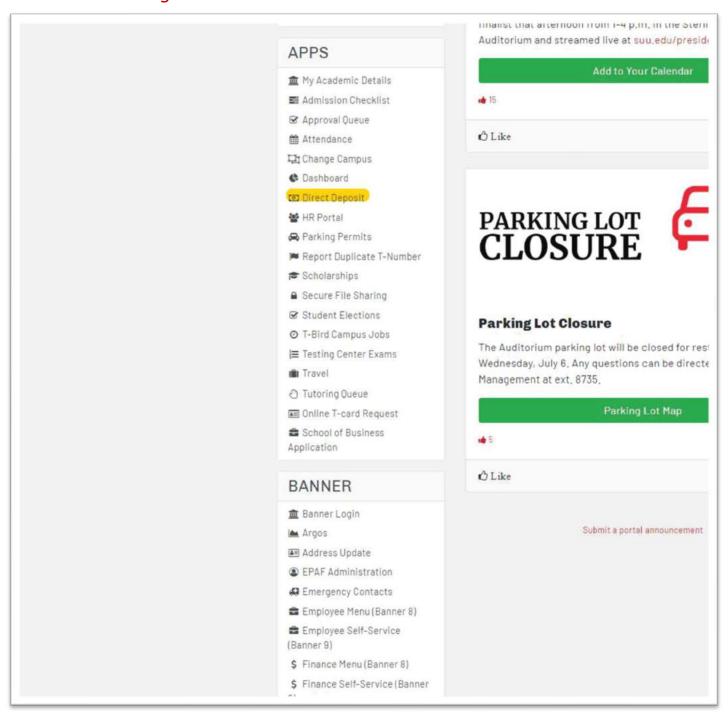
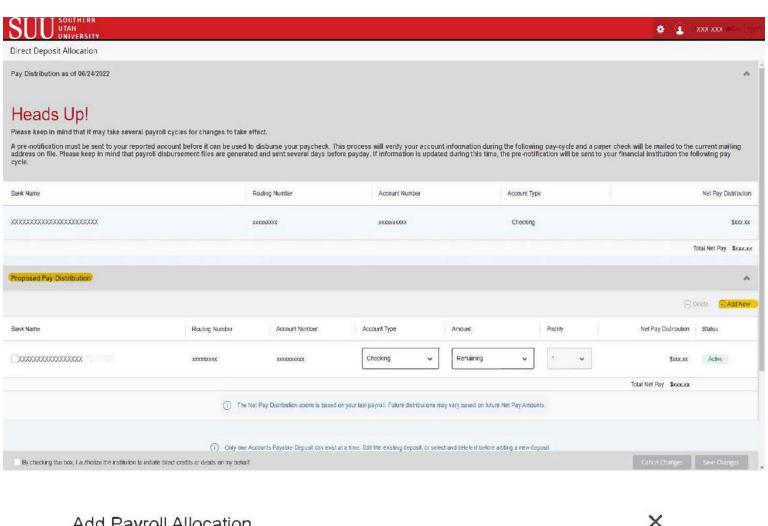
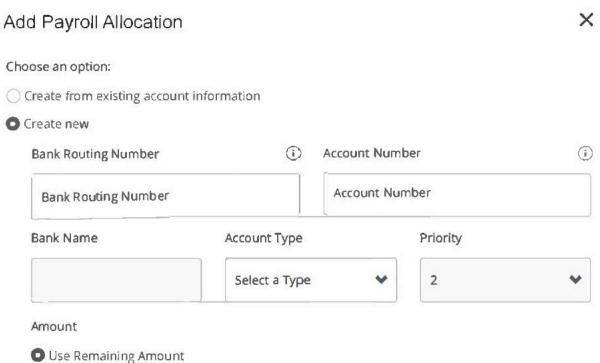
- 1. Go to your SUU Portal https://my.suu.edu
 - a. Under Apps Section select Direct Deposit
- 2. Set up your Direct deposit under "Proposed Pay Distribution" and select "Add New".
- 3. Also set up your "Accounts Payable" for Reimbursements for travel

****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.







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