



Direct Deposit Instructions

Direct deposit is a safe and convenient way to receive your payroll, accounts payable checks and student refunds. By implementing online direct deposit enrollment, faculty, staff, and students will have more control over their payments. Changes to banking information are immediate. The online direct deposit process is more efficient and secure and will increase the timeliness of receipt of payment.

Initial Online Direct Deposit Enrollment

You will need the following information available to complete the online direct deposit enrollment:

- Bank Routing Number
- Account Number

The Bank Routing Number and Account Number can both be located on your personal check. See diagram to the right.

Once you have the necessary information, complete the steps below.

For Employees

- Login to myGate.
- Click on Employee tab.
- Refer to the Employment Details Channel in



- If the bank name is correct, go to Step 2. If the bank name is incorrect, please call 270 809 2191 for assistance.
- 2. Enter your Account Number. Hit TAB.
- 3. Select Account Type (Checking or Savings) in drop down menu.
- 4. Select Save, review your bank name, routing number and account number one more time. Make sure you log out of the system.

This bank account will be used for all payroll and accounts payable payments until you make changes. No checks will be issued.

Banking Modifications

In order to make changes to the banking information you have entered you will need to first inactivate the bank that you have currently enrolled in.

Once you