

Procedure Number: 561.3

Procedure: Direct Deposit

Effective Date: (05/2014)

Revision Date:

Approved by: LeAnn Anderson, Director Financial Services and Payroll

PROCEDURE:

- I. MSU Billings employees may request their pay be deposited directly into up to three bank accounts with any U.S. financial institution. Direct deposit is available for all regularly scheduled payroll dates and may be arranged through either the Financial Services/Payroll or Human Resources offices. The first check following signup for direct Deposit requires pre-note processing to confirm that the bank and account numbers are correct. The second check will be direct deposited.
 - a. To sign up for direct deposit, complete the Direct Deposit Form and return to the Financial Services/Payroll office located at McMullen room 309. [Direct Deposit Form](#)
 - b. For further information regarding Direct Deposit, please contact the Financial Services/Payroll Office at 657-2131 or email FinancialServices@msubillings.edu.
- II. A printable copy of your Earnings Statement will be provided electronically and can be obtained through [MyInfo](#). Current and prior pay period statements can be printed from this site. Direct deposit allocation information is noted and can be easily verified by you as to its accuracy. These resources are available on a secured web site, day or night. Please refer to Earnings Statement link for further information on accessing your pay information.
- III. MSU Billings does not allow your earnings to be split between direct deposit and check form. All earnings must be direct deposited or in check form, but not both.
- IV. Upon termination of employment from MSU Billings, your direct deposits will be deactivated.