How to Set-Up or Change Bank Account Information for Student Refunds and Employee Reimbursements in Colleague Self-Service

ITS

Purpose: Colleague allows students and employees to manage their own bank account information through Colleague Self-Service found in the MyGSU Portal; wherein:

- GSU Students will be able to view, set-up, or change their Student Refund Direct Deposit bank account.
- Employees will be able to view, set-up, or change their Employee Reimbursement Direct Deposit bank account.

The steps below will guide you through this simple process.

Note: *If you need to set-up or change your bank account information for payroll direct deposit, please click this link for the related instructions:* ***Instructions on How to Set-up or Change Bank Account Information for Payroll Direct Deposit in Colleague Self-Service****. This document can also be found at the Payroll page in the MyGSU portal.*

Step 1

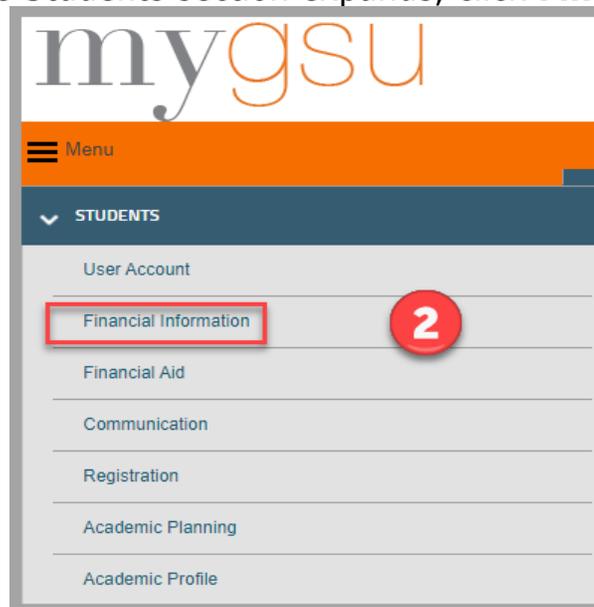**For Students** - Log on to your MyGSU Portal, go to Online Services, and click **Students.**

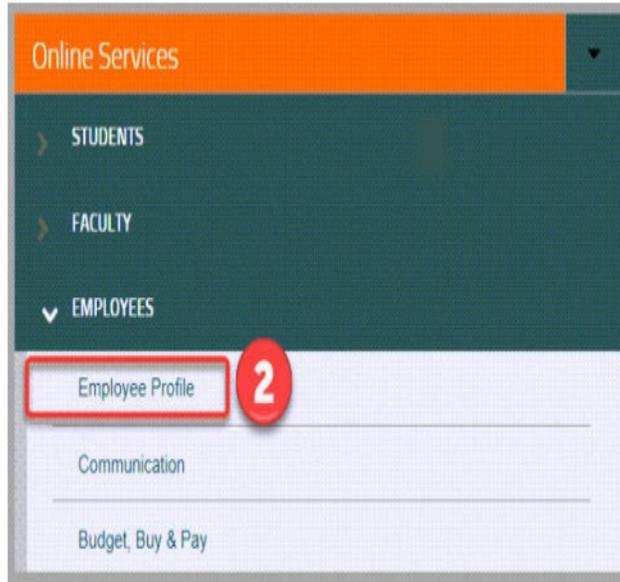**For Employees** - Log on to your MyGSU Portal, go to Online Services, and click **Employees.**
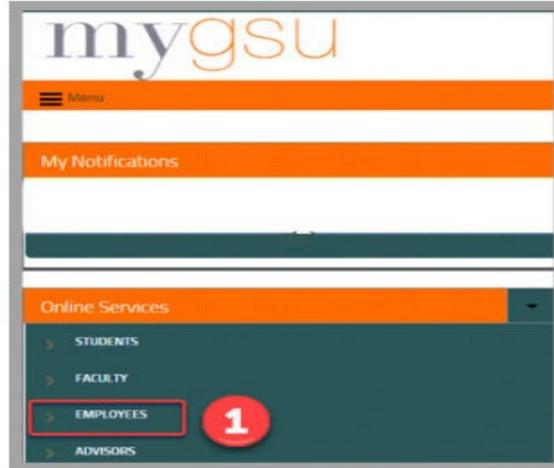
Step 2

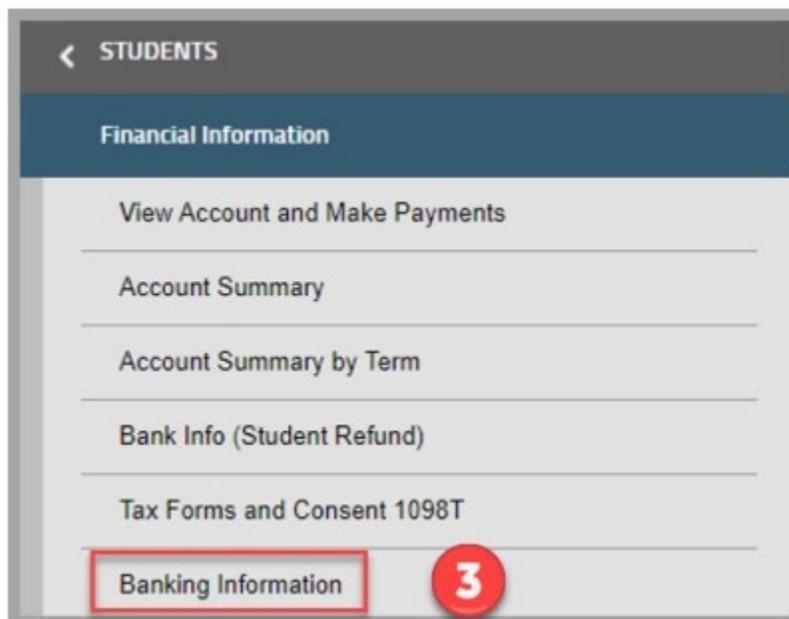**For Students -** When the Students section expands, click **Financial Information.**

For Employees - When the Employees section expands, click **Employee Profile**
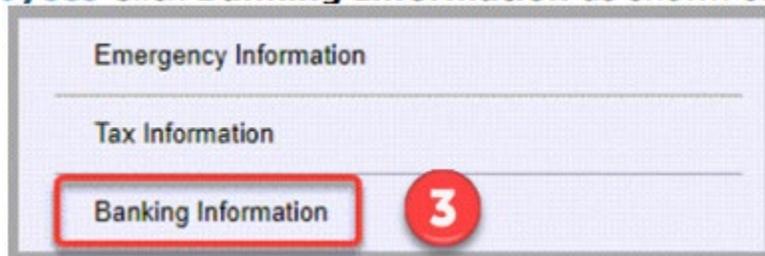
Step 3

For Student - Click **Banking Information** as shown in the picture below
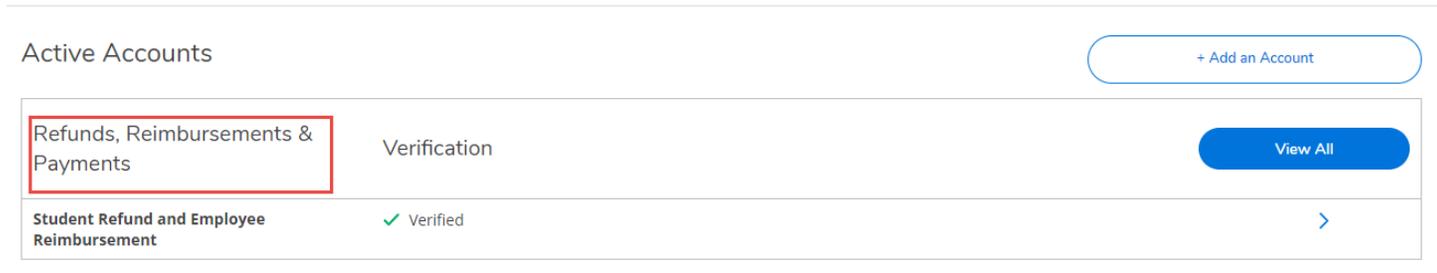
For Employees Click Banking Information as shown on the picture below.

Once you click **Banking Information** tab, the system will display all of your pre-existing Student Refund or Employee Reimbursement Direct Deposit Accounts.

If you don't have a pre-existing Student Refund or Employee Reimbursement Direct Deposit Account set-up in Colleague, the system will display a message stating, "You have no active refund/reimbursement accounts. Your entire refund/reimbursement will be paid by paper check".
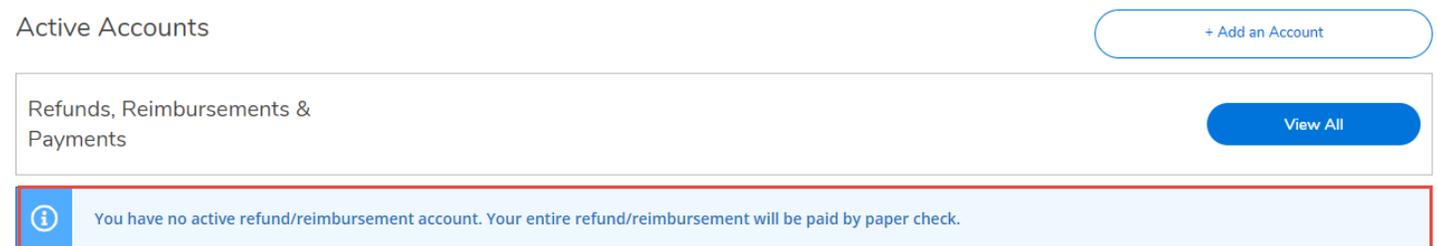
Step 4 Click **Add an Account** to add bank account information.
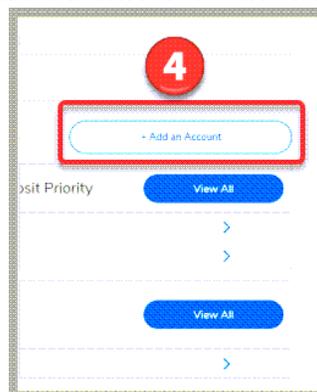
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Step 5 For ***authentication*** purposes, if you already have a pre-existing active bank account(s) set-up in Colleague, the system will display the last four digits of one of your pre-existing active bank account number(s) and will ask you to provide the complete account number. Once the account number is entered, click **Confirm**. If you don't have any pre-existing bank accounts set-up in Colleague, you will not see this confirmation step.

Note: *An error message will appear when the bank account entered does not match the pre-existing bank account number Colleague has on file. You may re-enter your account number and click **Confirm** or exit the task by clicking the **Cancel** button.*

Step 6 After your account has been confirmed, slide the Refund, Reimbursement & Payment Deposit button to **Activate.**

Step 7 Enter **Effective Date**. After you have indicated that the new account is for Student Refund or Employee Reimbursement, the system will automatically populate the Effective Date with the date you are processing. You can modify the effective date to a date greater than your processing date, however, the system will not allow you to modify the effective date to a date less than your processing date.

Step 8 Click **Next** to proceed to Edit Bank Account Details.

Edit Bank Account Details
Step 9 The **Account Nickname** field is not required; however, you can enter an Account Nickname if you would like.
Step 10 Enter the **Routing Number**.
Step 11 Enter the **Bank Account Number**.
Step 12 Re-enter the **Bank Account Number**.
Step 13 Select the **Account Type** (Checking or Savings)
Step 14 Scroll down to read the **Terms and Conditions** and check the box **I agree to the terms and conditions.**
Step 15 Click **Submit** to complete the process of adding your new bank account.

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Refunds and Employee Reimbursements in Colleague Self-Service

IT S

Edit Bank Account Details

New Account

Account Nickname

New Account   **9**

Country of Bank

United States   ⌄

Routing Number *

10   ⓘ

View sample check image ⓘ

Bank Account Number *

11   ⓘ

View sample check image ⓘ

Re-enter Bank Account Number *

12   ⓘ

View sample check image ⓘ

Account Type

Checking   **13**   ⌄

Terms and Conditions   **14**   ⌃

Back | **15**   Submit

Terms and Conditions   ⌃

I authorize Governors State University to direct deposit funds to my account in the financial
institution I have designated. If funds to which I am not entitled are deposited in my account, I   **15**
authorize the University to initiate a correcting (debit) entry. I understand that the authorization
may be rejected or discontinued by the university at any time. I understand that I am responsible
for updating this bank information if any changes occur. If the direct deposit is not stopped before
closing an account, funds payable to me will be returned to the university for manual distribution.
This will delay my payment.

☐ I agree to the terms and conditions

Back | Submit

The system will indicate that you have added a new bank account in two ways:

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1. You will return to the Banking Information screen where you will see your newly added account. There will be a flag on the account that says "Not Verified" which means the account has not been pre-noted by the bank. This verification will be completed by GSU's Financial Services Department.

2. The system will also send an **email notification**, which indicates that a change has been made to your account. This is another security measure. An email notification is sent every time a change is made to your Student Refund or Employee Reimbursement Direct Deposit banking information.
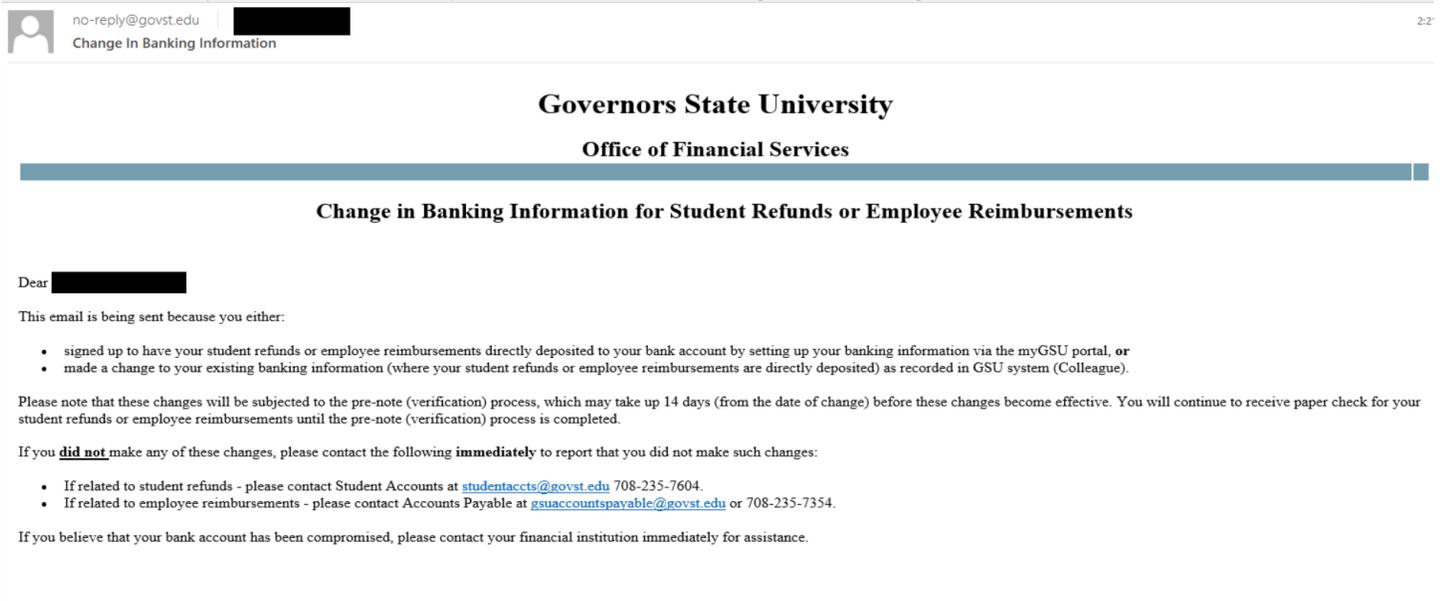
If a fraudulent change was made to your bank account information, contact the following IMMEDIATELY so the necessary action can be taken.

- If related to student refunds - please contact Student Accounts at studentaccts@govst.edu 708-235-7604.
- If related to employee reimbursements - please contact Accounts Payable at gsuaccountspayable@govst.edu or 708-235-7354.

Step 16 To review your bank account information, click **View Bank Account Details**.

Step 17 A new window opens containing your new bank account details. Review and click **Save**.

Pre-Noting/Verification Process

The pre-noting/verification process <u>may take up to 14 days</u> (from the date of change) before the change in bank account becomes effective. You will receive paper check for your Student Refund or Employee Reimbursement until the pre-noting/verification process is completed.

You can check if the new bank account has been verified by returning to the Banking Information section. In the Verification column, a green check box next to Verified will be visible.

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If you have any questions,

- If related to student refunds - please contact Student Accounts at studentaccts@govst.edu 708-235-7604.
- If related to employee reimbursements - please contact Accounts Payable at gsuaccountspayable@govst.edu or 708-235-7354.

Sincerely,

Office of Financial Services

Governors State
UNIVERSITY
IN CHICAGO'S SOUTHLAND

Sign in

Sign in

Sign-in to MyGSU requires your full email address.
Password Reset.