

How to Set Up or Change Bank Account Information for Student Refunds and Employee Reimbursements

Colleague Self Service



Purpose: The purpose of this tutorial is to assist students and employees in making the following changes:

- 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.

Students and employees are to manage their own bank account information through Colleague Self-Service found in the MyGSU Portal.

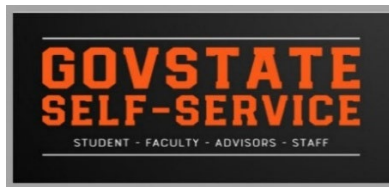
Note: *If you need to set up or change your bank account information for payroll direct deposit, please click this link for the related instructions: [Instructions on How to Set Up or Change Bank Account Information for Payroll Direct Deposit in Colleague Self-Service](#). This document can also be found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

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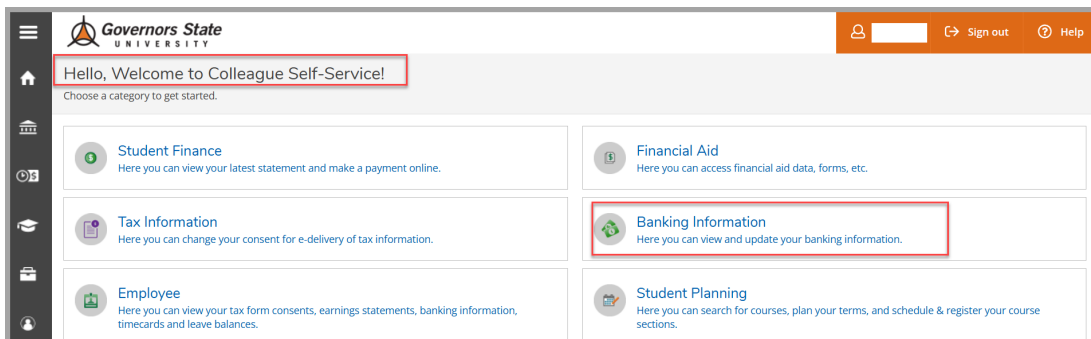
Step 1

For Students & Employees - Log on to your [MyGSU Portal](#), on the MyGSU portal home page, click the **GovState Self Service button**.



Step 2

The Self-Service home page will appear. The home page has a welcome message. "Hello, Welcome to Colleague Self-Service!" Click the **Banking Information button** to proceed.



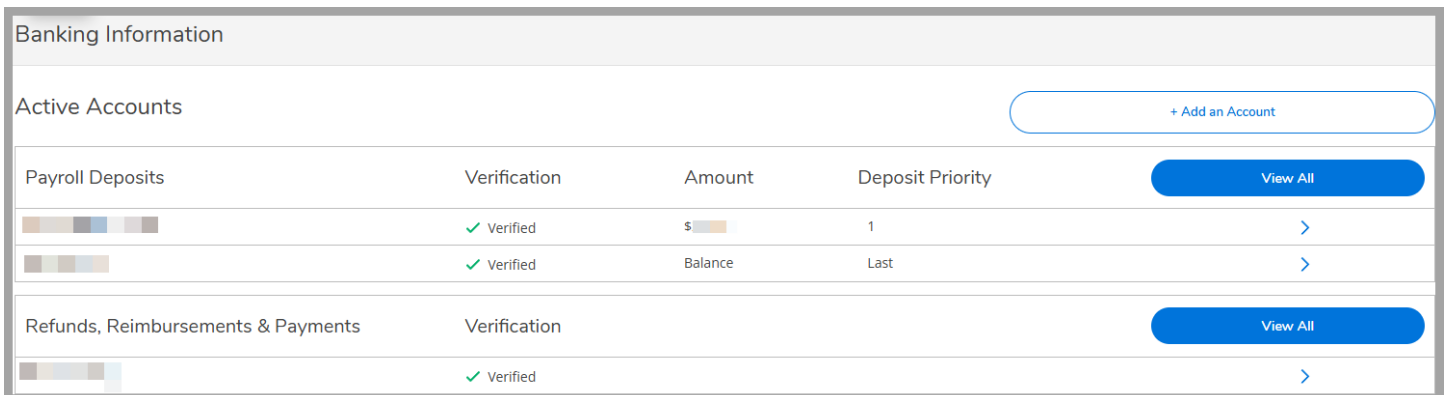
Step 3

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

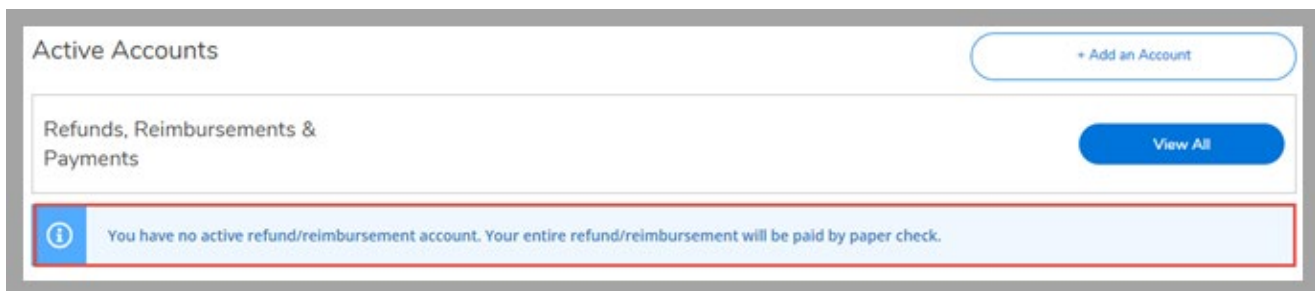
Students' Banking Information: Active Accounts



Employees' Banking Information: Active 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".



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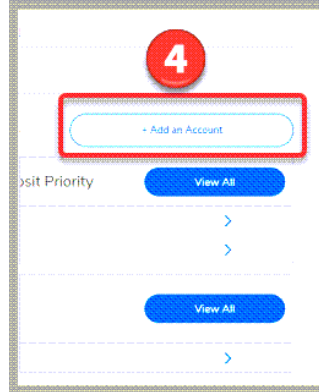
Colleague Self Service



Add an Account

Step 4

Click **Add an Account** to add bank account information.



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(s) and will ask you to provide the complete account number. Once the account number is entered, click **Confirm**.

Note: *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.*

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Step 6

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

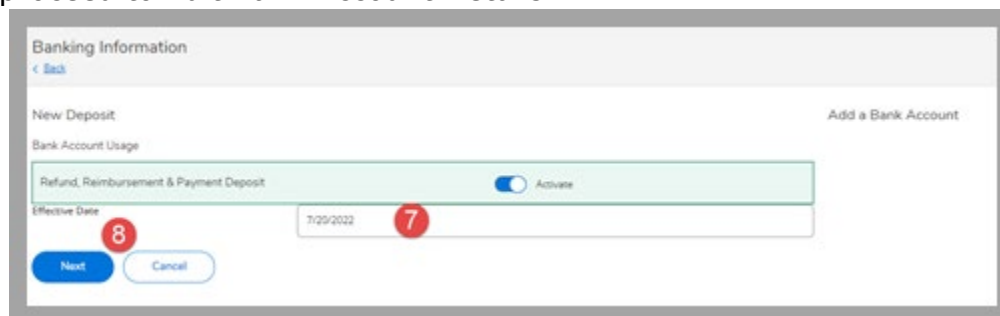


Step 7

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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Edit Bank Account Details

New Account

Account Nickname **9**

New Account

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 **13**

Checking

14 Terms and Conditions

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 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 **15** Submit

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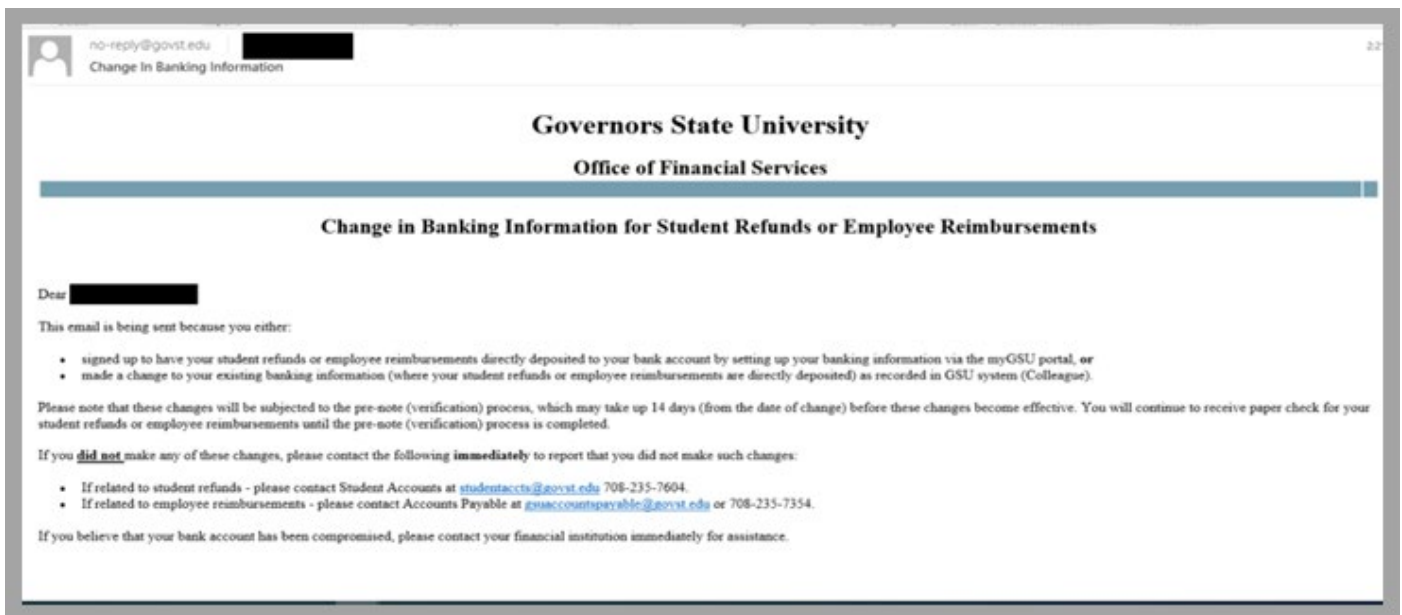


The system will indicate that you have added a new bank account in two (2) ways:

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 listed as "Not Verified," which means the account has not been pre-noted by the bank. This verification will be completed by GovState'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.

View Bank Account Details

Step 16

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

The screenshot shows a web interface for a 'New Account'. At the top right, there is a button labeled 'View Bank Account Details' which is highlighted with a red rectangular box. Below this, there is a section for 'Bank Account Usage' with a toggle switch for 'Refund, Reimbursement & Payment Deposit' set to 'Active'. Other details include 'Verification' status as 'Not Verified' and an 'Effective Date' of 8/19/2022.

Step 17

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

The screenshot shows the 'Edit Bank Account Details' form. It contains several input fields: 'Account Nickname' (with 'New Account' entered), 'Routing Number' (with 'FIFTH THIRD BANK' entered below it), and 'Last Four Digits of Account Number'. The 'Account Type' is set to 'Checking'. At the bottom, there is a 'Terms and Conditions' section with a dropdown arrow and a checked checkbox for 'I agree to the terms and conditions'. A red arrow points to the 'Save' button at the bottom right of the form.

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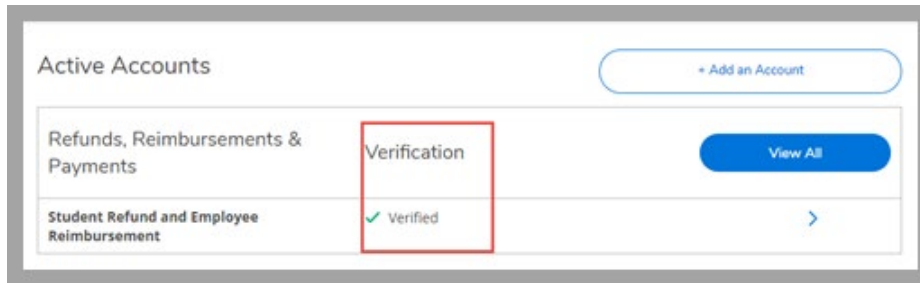
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Pre-Noting/Verification Process

The pre-noting/verification process may take up to 14 days (from the date of change) before the change in bank account becomes effective. You will receive a 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.



Contact Information

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