

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: <u>Instructions on How to Set-up or Change Bank Account Information for Payroll Direct Deposit in Colleague Self-Service</u>. 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.





<u>Step 2</u>

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

mygsu	
E Menu	
✓ STUDENTS	
User Account	
Financial Information 2	
Financial Aid	
Communication	
Registration	
Academic Planning	
Academic Profile	

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.

Emergency Information	1
Tax Information	
Banking Information	3

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

Active Accounts		+ Add an Account
Refunds, Reimbursements & Payments	Verification	View All
Student Refund and Employee Reimbursement	✓ Verified	>

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".

Active Accounts		+ Add an Account
Refu Payr	nds, Reimbursements & nents	View All
i	You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.	

<u>Step 4</u> Click **Add an Account** to add bank account information.

	4
	+ Add an Account
sit Priority	View All
	>
	>
	View All
	>

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.

D Activate	
Confirm your bank account number	
New Account Bank Account Number	Account Ending:9995
1	5 0
You must confirm a pre-existing account number t	to continue.
Cancel	Confirm

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.

D Activate	
onfirm your bank account number	
New Account Sank Account Number	Account Ending:9995
	۲
our entry does not match the account number a	ve have on file
Cancel	Confirm

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



Banking Information		
New Deposit Bank Account Usage		Add a Bank Account
Refund, Reimbursement & Payment Deposit Next Cancel	D 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.

<u>Step 8</u> Click **Next** to proceed to Edit Bank Account Details.

lew Deposit		Add a Bank Account
ank Account Usage		
Refund, Reimbursement & Payme	nt Deposit 💽 Activate	
fective Date	7/29/2022 7	

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.



Edit Bank Account Details	_
New Account	*
Account Nickname	
New Account 9	
Country of Bank	
United States	~
Routing Number *	
10	(1)
View sample check image 🔘	
Bank Account Number *	
(11)	í
View sample check image 💿	
Re-enter Bank Account Number *	
12	(1)
View sample check image 💿	
Account Type	
Checking 13	~
Terms and Conditions	<u> </u>
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 thinds 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	

The system will indicate that you have added a new bank account in two ways: Version 3 – 08.25.2022

I agree to the terms and conditions

closing an account, funds payable to me will be returned to the university for manual distribution. This will delay my payment.



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.

Banking Information				
Active Accounts			\square	+ Add an Account
Refunds, Reimbursements & Payments	Verification			View All
New Account	A Not Verified			>
		B 2000-2022 Elucian Company L.P. and its affiliates. All rights reserved. <u>Privacy</u>		

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.

no-reply@govst.edu 2: Change In Banking Information
Governors State University
Office of Financial Services
Change in Banking Information for Student Refunds or Employee Reimbursements
Dear
This email is being sent because you either:
 signed up to have your student refunds or employee reimbursements directly deposited to your bank account by setting up your banking information via the myGSU portal, or made a change to your existing banking information (where your student refunds or employee reimbursements are directly deposited) as recorded in GSU system (Colleague).
Please note that these changes will be subjected to the pre-note (verification) process, which may take up 14 days (from the date of change) before these changes become effective. You will continue to receive paper check for your student refunds or employee reimbursements until the pre-note (verification) process is completed.
If you did not make any of these changes, please contact the following immediately to report that you did not make such changes:
 If related to student refunds - please contact Student Accounts at <u>studentaccts@govst.edu</u> 708-235-7604. If related to employee reimbursements - please contact Accounts Payable at <u>gsuaccountspayable@govst.edu</u> or 708-235-7354.
If you believe that your bank account has been compromised, please contact your financial institution immediately for assistance.

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 <u>studentaccts@govst.edu</u> 708-235-7604.
- If related to employee reimbursements please contact Accounts Payable at <u>gsuaccountspayable@govst.edu</u> or 708-235-7354.



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

New Account		Account # .	(View Bank Account Details
Bank Account Usage				
Refund, Reimbursement & Payment Dep	osit 💽 Activate			
Verification	\Lambda Not Verified		1	
Effective Date	8/19/2022			

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

New Account	Account #
Assount Mislansen	
New Account	
Routing Number	
	\bigcirc
FIFTH THIRD BANK	
Last Four Digits of Account Number	
Account Type	
Account Type Checking	
Account Type Checking	
Account Type Checking Terms and Conditions	

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.

Version 3 - 08.25.2022



Active Accounts		+ Add an Account	
Refunds, Reimbursements & Payments	Verification	View All	
Student Refund and Employee Reimbursement	✓ Verified	>	

If you have any questions,

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

Sincerely,

Office of Financial Services





Sign in

Sign in

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