Direct Deposit Training

A step-by-step guide to adding your direct deposit details into the Global Employment Management System (GEMS)

Navigating to GEMS

Visit the [USF](#) website and login to MyUSF to access GEMS

1
Login using your NetID@usf.edu to access GEMS (not U#)
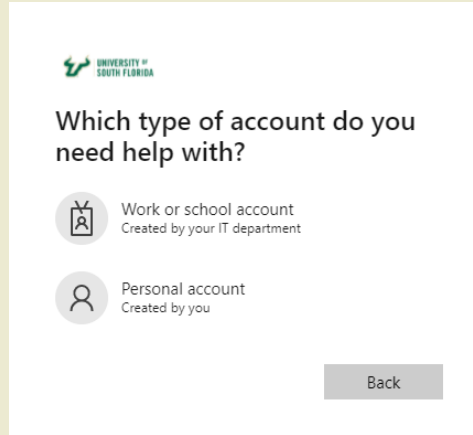
2
Can't access your account? Click this link for more guidance to access your account
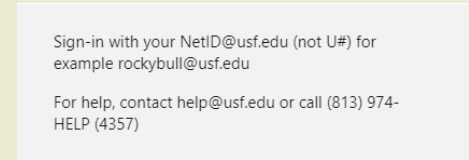
3
If you have not established your NetID or need help, please reach out help@usf.edu or (813) 974-HELP (4357)
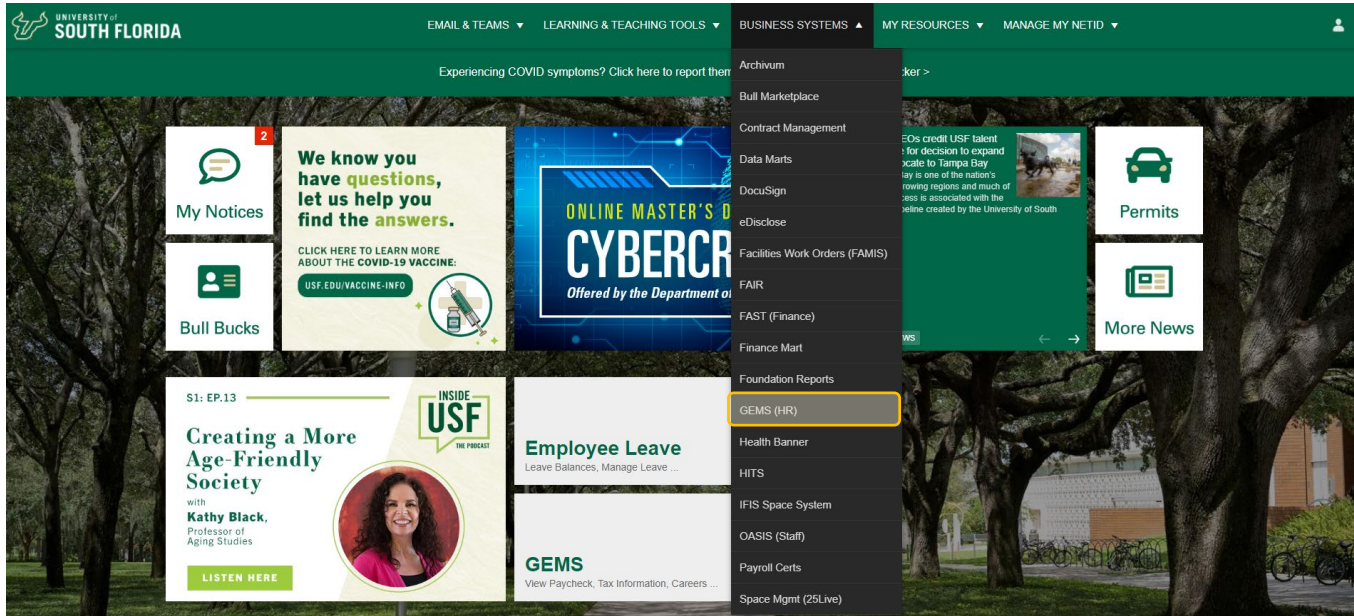
If you don't see GEMS (HR) under Business Systems:

1 Have you begun employment at USF yet? The security will be activated on your start/hire date.

2 If you have started your employment and still cannot see GEMS under Business Systems – Contact help@usf.edu or dial (813) 974-4357

Select the Payroll tile in GEMS to access the Direct Deposit tool.

How to add your Direct Deposit Information

Start by selecting Direct Deposit in the left menu then, Add Account

Paychecks

W-2/W-2c ⌄

Direct Deposit

Tax Withholding

Direct Deposit

Accounts

Add Account

You have not added any direct deposit account information.

Direct Deposit Entry

The Add Account page will pop up for all account details to be entered.

Nickname:
- The nickname of the account being added can be the type of account you are setting up.
- Example: Checking Account 1

Payment Method:
- Direct Deposit is the only option.

Routing Number:
- Enter in your bank's routing number.
- **Help:** If you are unsure what your banks routing number is, click the blue information button for an example.

Payroll

Direct Deposit

Add Account

Cancel | Save

Check Example ✕

The Routing Number and Account Number can be obtained from your check.

In the check there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number.

9999

⑆999999999⑆ ⑆999 999 999⑇ 9999
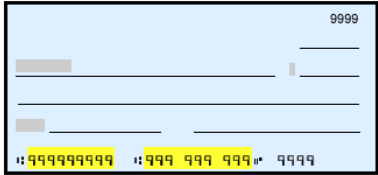
1   2

1 - Routing Number
2 - Account Number

Bank

Rety

Pay Distribu

This is an example of where the routing and account number is located on a check. Enter the values into the spots allotted.

Direct Deposit Entry

Add in Account Number information

Account Number:
- Enter in your full bank account number.

  Please see previous slide for an example if you are unsure where this information can be found.

Account Type:
- Select the type of account you would like to set up

Deposit Type:
- Select the type of deposit you would like to set up

Account and Deposit Type Options

1   **Account Type:
Checking or Savings**

2   **Deposit Type:
Amount or Remaining Balance**

Direct Deposit Entry

Add in Deposit Type information

Deposit Type:
- Amount:
  - Enter in a specific number that you would like direct deposited into the account information entered.
  - The amount entered will be subtracted from you total check amount.

Do not enter a dollar sign ($)

Direct Deposit Entry

Add in Deposit Type information

Deposit Type:
- **Remaining Balance**
  - This option is used to deposit the remaining balance of your check into the account information entered.

If you want your whole check deposited into one account, use this option only.

Make sure to __save__ after completing each account addition

To add another account, click the addition symbol (+)

< Employee Self Service   **Payroll**

Paychecks

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Direct Deposit

Tax Withholding

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking Account 1	Direct Deposit	263183159	XXXXXX7890	Checking	Remaining Balance >

Note: Employees **must** have one account as Remaining Balance. The other available accounts can be an Amount.
Percent values are not allowed.

Direct Deposit Entry

A saving account example

Savings Account:

- This is an additional direct deposit entry. This example details a completed savings account as a specific amount that will be deposited.
  - **Savings Account**
  - **Amount**
  - **200.00**

*Make sure to **save** any changes after completing*

Direct Deposit Entry Examples

Deposit Type: Amount

Payroll

Direct Deposit

| Cancel | Add Account | Save |

*Nickname: Savings Account 1
*Payment Method: Direct Deposit

Bank

Routing Number: 263183159
Account Number: 0987654321
Retype Account Number: 0987654321

Pay Distribution

*Account Type: Savings
*Deposit Type: Amount
Amount: 200.00

Payroll

Direct Deposit

| Cancel | Add Account | Save |

*Nickname: Savings Account 2
*Payment Method: Direct Deposit

Bank

Routing Number: 263183159
Account Number: 0987654312
Retype Account Number: 0987654312

Pay Distribution

*Account Type: Savings
*Deposit Type: Amount
Amount: 100.00

*Make sure to **save** after completing*

To change how each entry is processed, select Reorder

Payroll

Paychecks

W-2/W-2c

Direct Deposit

Tax Withholding

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
1	Savings Account 1	Direct Deposit	263183159	XXXXXX4321	Savings	$200.00	>
2	Savings Account 2	Direct Deposit	263183159	XXXXXX4312	Savings	$100.00	>
Last	Checking Account 1	Direct Deposit	263183159	XXXXXX7890	Checking	Remaining Balance	>

Reorder

Account and Deposit Type Options

Left Panel

Cancel   **Reorder Accounts**   Save

Accounts

Current Order	*New Order			cent
1				
2				
Last				alance

Reordering Instructions   [×]

Specify the order in which the accounts should be processed by assigning a number to each account. The accounts will be processed in ascending order. For example, the account assigned Order number 1 will be the first account processed.

A Remaining Balance account will automatically be the last account processed to pay out all remaining funds. To reassign the remaining balance from one account to another, use the edit Accounts page to update the distribution details.

Right Panel

Payroll

Direct Deposit

Cancel   **Reorder Accounts**   Save

Accounts ⓘ

Current Order	*New Order	Nickname	Account Number	Amount/ Percent
1	1	Savings Account 1	XXXXXX4321	$200.00
2	2	Savings Account 2	XXXXXX4312	$100.00
Last		Checking Account 1	XXXXXX7890	Remaining Balance

Completed Direct Deposit Entries

Payroll

Paychecks

W-2/W-2c

Direct Deposit

Tax Withholding

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
1	Savings Account 1	Direct Deposit	263183159	XXXXXX4321	Savings	$200.00	›
2	Savings Account 2	Direct Deposit	263183159	XXXXXX4312	Savings	$100.00	›
Last	Checking Account 1	Direct Deposit	263183159	XXXXXX7890	Checking	Remaining Balance	›

Reorder

Note: If you enroll or make changes in the direct deposit tab, you **cannot** make any additional changes until the next day.

Helpful Tips

- Employees must have one account as Remaining Balance. The other available accounts can be an Amounts. Percent values are not allowed.

- If you enroll or make changes in the direct deposit tab, you cannot make any additional changes until the next day

- Direct Deposit is inactivated after 120 days of being separated from the University.

- Employees will no longer be able to view paystubs the next day after termination.
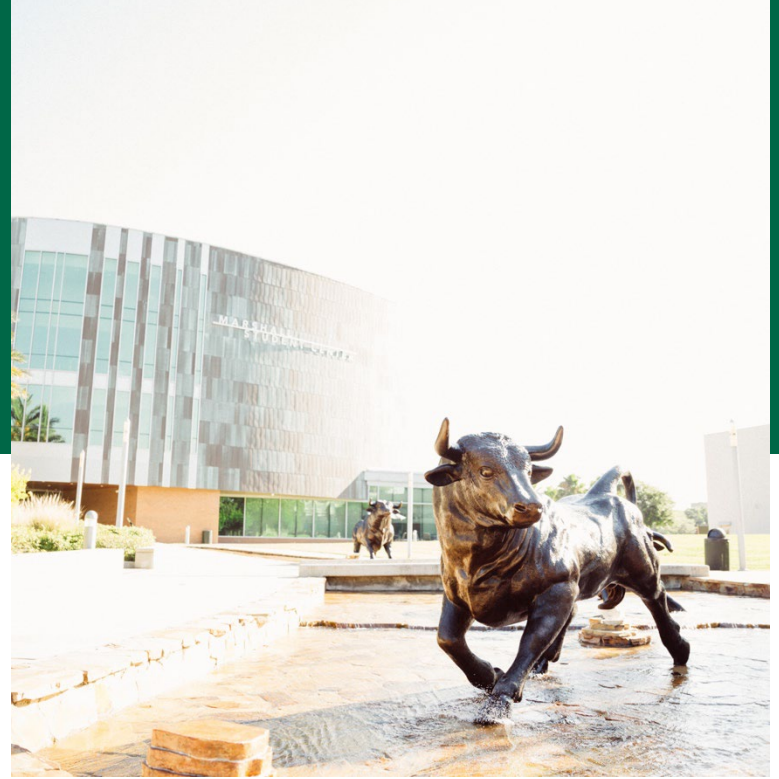
Payroll – About your Paystub

Thank you!

Learn more about the University of South Florida <u>Payroll</u> Department.

Contact for more information:

- Payroll – SVC2172
- Payroll Help Desk (813) 974-7955

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