

A large bronze bull sculpture is the central focus, standing in a shallow fountain. The bull is depicted in a powerful, forward-leaning stance, with its head turned slightly to the left. The fountain's water is calm, reflecting the bull and the surrounding environment. In the background, a modern, multi-story building with a glass and metal facade is visible. The words "MARSHALL UNIVERSITY" are partially visible on the building's exterior. The scene is set outdoors with some greenery and a clear sky. The entire image has a semi-transparent teal overlay.

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

The image shows the top navigation area of the University of South Florida website. It features a dark green header with white text and a light grey navigation bar below it. The header includes links for 'Students', 'Faculty', 'Staff', 'Alumni', and 'Parents & Family'. On the right side of the header, there is a 'MyUSF' button with a yellow border, a 'Directory' link, and a search icon. The University of South Florida logo is on the left, and a 'GIVE NOW' button with a green arrow icon is on the right. The navigation bar contains six menu items: 'ABOUT USF', 'ACADEMICS', 'ADMISSIONS', 'LOCATIONS', 'CAMPUS LIFE', and 'RESEARCH', each with a small downward arrow.

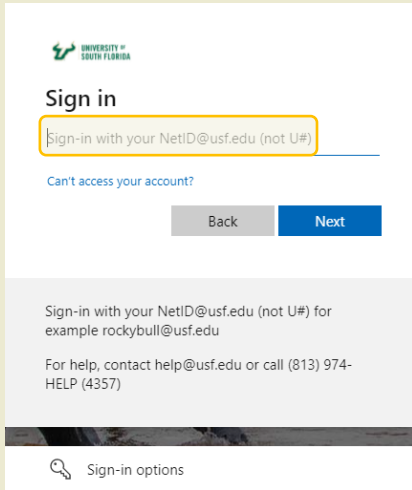
Students | Faculty | Staff | Alumni | Parents & Family

MyUSF | Directory 🔍

 UNIVERSITY of
SOUTH FLORIDA

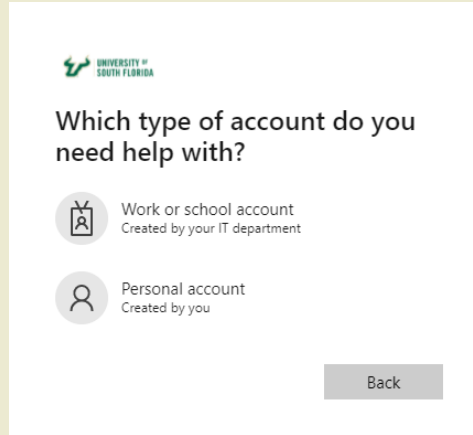
 GIVE NOW

ABOUT USF ▾ ACADEMICS ▾ ADMISSIONS ▾ LOCATIONS ▾ CAMPUS LIFE ▾ RESEARCH ▾



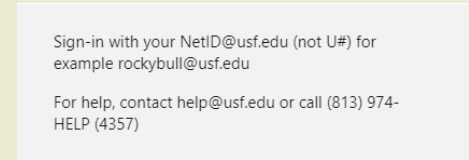
1

**Login using your
NetID@usf.edu to access GEMS
(not U#)**



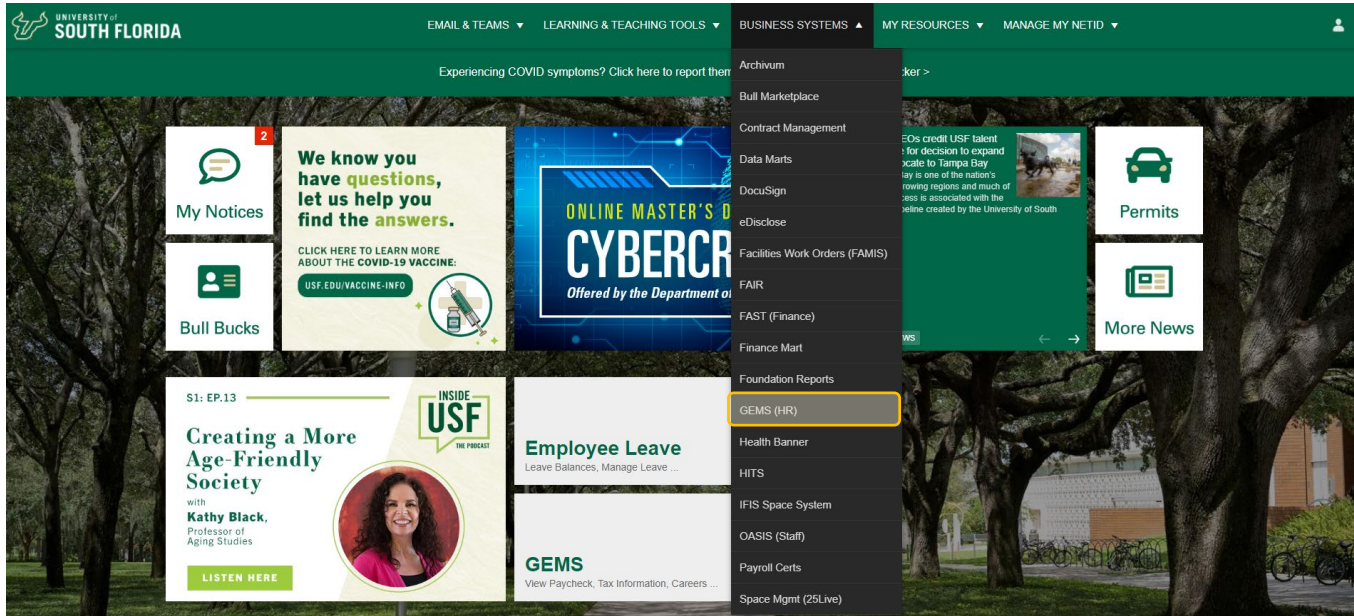
2

**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.

The screenshot shows the 'Employee Self Service' dashboard for the University of South Florida. The dashboard features a grid of six tiles: 'USF Employee Summary', 'Careers', 'Payroll', 'Personal Details', 'Learning & Development', and 'Employee Leave Details'. The 'Payroll' tile is highlighted with a yellow border and contains an icon of green banknotes and the text 'Last Pay Date 07/17/2020'. The top left corner displays the USF logo and 'UNIVERSITY OF SOUTH FLORIDA'. The top right corner includes navigation icons for home, search, a menu, and a refresh button.

USF UNIVERSITY OF SOUTH FLORIDA

Employee Self Service

USF Employee Summary

Careers

Payroll

Personal Details

Learning & Development

Employee Leave Details

Last Pay Date 07/17/2020



How to add your Direct Deposit Information

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

The screenshot displays the 'Employee Self Service' interface for 'Payroll'. The left-hand navigation menu includes 'Paychecks', 'W-2/W-2c', 'Direct Deposit', and 'Tax Withholding'. The 'Direct Deposit' option is highlighted with a yellow border. The main content area is titled 'Direct Deposit' and contains a sub-section 'Accounts' with an 'Add Account' button also highlighted in yellow. Below the button, a message states: 'You have not added any direct deposit account information.' The top navigation bar includes a home icon, a search icon, a menu icon, and a refresh icon.

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.

The screenshot shows a web interface for adding a direct deposit account. The page title is "Payroll" and the section is "Direct Deposit". The main form is titled "Add Account" and has "Cancel" and "Save" buttons. The form is divided into several sections:

- *Nickname:** A text input field containing "Checking Account 1".
- *Payment Method:** A dropdown menu with "Direct Deposit" selected.
- Bank:** A section with a "Routing Number" input field containing "263183159" and a blue information icon. Below it are "Account Number" and "Retype Account Number" input fields.
- Pay Distribution:** A section with "*Account Type" and "*Deposit Type" dropdown menus, and an "Amount" input field.

Payroll

Direct Deposit

Cancel

Add Account

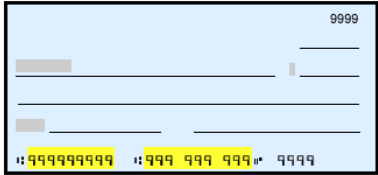
Save

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.



1 2

1 - Routing Number

2 - Account Number

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

Payroll

Direct Deposit

Add Account

*Nickname

*Payment Method

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount

Account and Deposit Type Options

Payroll

Direct Deposit

Cancel Add Account Save

*Nickname

*Payment Method

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount

1

Account Type:
Checking or Savings

Payroll

Direct Deposit

Cancel Add Account Save

*Nickname

*Payment Method

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount

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 (\$)

Payroll

Direct Deposit

Add Account

*Nickname

*Payment Method

Bank

Routing Number i

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount

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*

Payroll

Direct Deposit

Cancel **Add Account** Save

*Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

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

Employee Self Service 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
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

The screenshot shows a 'Payroll' system interface with a 'Direct Deposit' modal window. The modal has a title bar with 'Cancel' and 'Add Account' buttons. The 'Add Account' section contains the following fields:

- *Nickname: Savings Account 1
- *Payment Method: Direct Deposit (dropdown)

The 'Bank' section contains the following fields:

- Routing Number: 263183159 (with an information icon)
- Account Number: 0987654321
- Retype Account Number: 0987654321

The 'Pay Distribution' section contains the following fields:

- *Account Type: Savings (dropdown)
- *Deposit Type: Amount (dropdown)
- Amount: 200.00

A 'Save' button is located in the top right corner of the modal and is highlighted with a yellow box.

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

Employee Self Service 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

Payroll

Direct Deposit

Cancel Reorder Accounts Save

Accounts

Current Order *New Order

1

2

Last

Reordering Instructions [X]

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.

Payroll

Direct Deposit

Cancel Reorder Accounts Save

Accounts ⓘ

Current Order	*New Order	Nickname	Account Number	Amount/ Percent
1	<input type="text" value="1"/>	Savings Account 1	XXXXXX4321	\$200.00
2	<input type="text" value="2"/>	Savings Account 2	XXXXXX4312	\$100.00
Last		Checking Account 1	XXXXXX7890	Remaining Balance

Completed Direct Deposit Entries

- Paychecks
- W-2/W-2c
- Direct Deposit
- Tax Withholding

Direct Deposit

Accounts

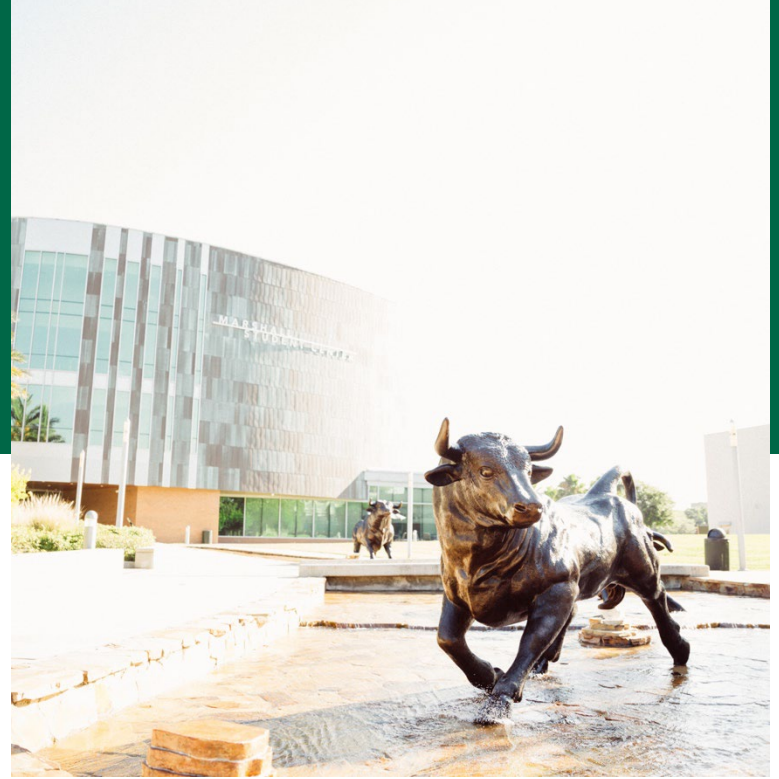
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Savings Account 1	Direct Deposit	263183159	XXXXXX4321	Savings	\$200.00 >
2	Savings Account 2	Direct Deposit	263183159	XXXXXX4312	Savings	\$100.00 >
Last	Checking Account 1	Direct Deposit	263183159	XXXXXX7890	Checking	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 [Payroll](#) Department.

Contact for more information:

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

