

Employee Accessing Direct Deposit from Employee Dashboard

- Log into MyISU using your Sycamore Log In: <https://isuportal.indstate.edu/>
- Click on the Employee Self-Service badge
- Click on “Employee Dashboard-View Pay, Tax, Earnings and Deduction Information”

Employee Services

Employee Dashboard - View Pay, Tax, Earnings, and Deduction information

My Profile - Update Address, Phone, Email, Emergency Contact Information

Self-Service Menu

- Click on “Direct Deposit Information”

Employee Dashboard

The screenshot shows the Employee Dashboard interface. At the top left, there is a placeholder for a profile picture and a "My Profile" button. To the right, it displays "Unified, Employee" and "Leave Balances as of 04/20/2021". Below this, there are two boxes: "Sick Leave in hours" with a value of 0.00 and "Vacation in hours" with a value of 0.00. A main menu is visible below, with "Pay Information" expanded to show options: "Latest Pay Stub: 04/01/2021", "All Pay Stubs", "Direct Deposit Information", and "Deductions History". Other menu items include "Earnings", "Benefits", and "Taxes".

- In the **Payroll Deposit** section, click “Add New” and enter your bank routing and account number. Select account type. Leave “Amount” field set to “Remaining”.
- Check the Authorization Box and Save Changes.

Direct Deposit Allocation

Pay Distribution as of 04/01/2021

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
Associated Bank Green Bay	xxxxx0575	xx3456	Checking	\$5,691.05
Total Net Pay				\$5,691.05

Payroll Deposit

[-] Delete [+ Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Associated Bank Green Bay	xxxxx0575	xx3456	Checking	Remaining	1	\$5,691.05	Active
Total Net Pay							\$5,691.05

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

Accounts Payable Deposit

[-] Delete [+ Add New

You have not added an Accounts Payable allocation yet. Click "Add New" to add an allocation.

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

- To change an existing record, check the box beside the record and click "Delete". You may then add a new record.

Payroll Deposit

[-] Delete [+ Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input checked="" type="checkbox"/> First Financial Bank NA	xxxxx0566	xxx5109	Checking	Remaining	1	\$2,426.17	Active
Total Net Pay							\$2,426.17