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

	Unifyed, Employee	Leave Balances as of 04/20/2021		
	My Profile	Sick Leave in hours	0.00	Vacation in hours	0.00

Pay Information			⌄
Latest Pay Stub: 04/01/2021	All Pay Stubs	Direct Deposit Information	Deductions History

Earnings	⌃
Benefits	⌃
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.

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