Direct Deposit for New Hires
Instructions for Department Office Managers

1. When you get the HR hiring packet, have your new employee complete the required Direct Deposit form electronically or by printing a blank form.
   a. **Blank form**: https://emporia.sharepoint.com/sites/FormsServer/Shared%20Documents/DirectDeposit-Travel-Expense.pdf
   b. **Sample Form**: X:\Payroll Information\Direct Deposit Example.pdf
2. The form must be printed to be signed by the employee.
3. If the employee is expected to be reimbursed for travel expenses in their job, the same Direct Deposit form can also be used for AP Travel Reimbursements. (There are two different settings in Banner for Direct Deposit, one for payroll, the other for AP/Travel). Please obtain one of the following (required for travel only):
   a. Voided check
   b. Deposit slip
   c. Letter from the bank with the routing number and bank account number
4. Scan the Direct Deposit form and any attachments as a single document to your PC as an image (tiff or jpg), *not as a PDF*.
5. In OnBase, go to New Form, PR – Direct Deposit Import,
   a. Enter the EID for the new employee, or if they don't have an EID, enter their complete name
   b. Check for Payroll
   c. Check for AP/Travel
   d. Attach the Direct Deposit form
   e. Submit
6. The form was submitted properly if the form disappears.
7. Please delete all saved Direct Deposit forms and documents from your computer.
8. Please shred all paper copies of Direct Deposit forms and documents.

The form will be sent electronically to Payroll. If there are errors on the form, it will be returned to you for correction in workflow and you will receive an email with the error. To correct, print the form, make changes and repeat the process above. If travel was selected, it will go to Accounts Payable for processing after Payroll is done.

You will not be able to document retrieve these documents for security reasons.