Setting up Direct Deposit

Drake requires all employees to be paid via Direct Deposit. See below for instructions on how to set up Direct Deposit using Self Service.

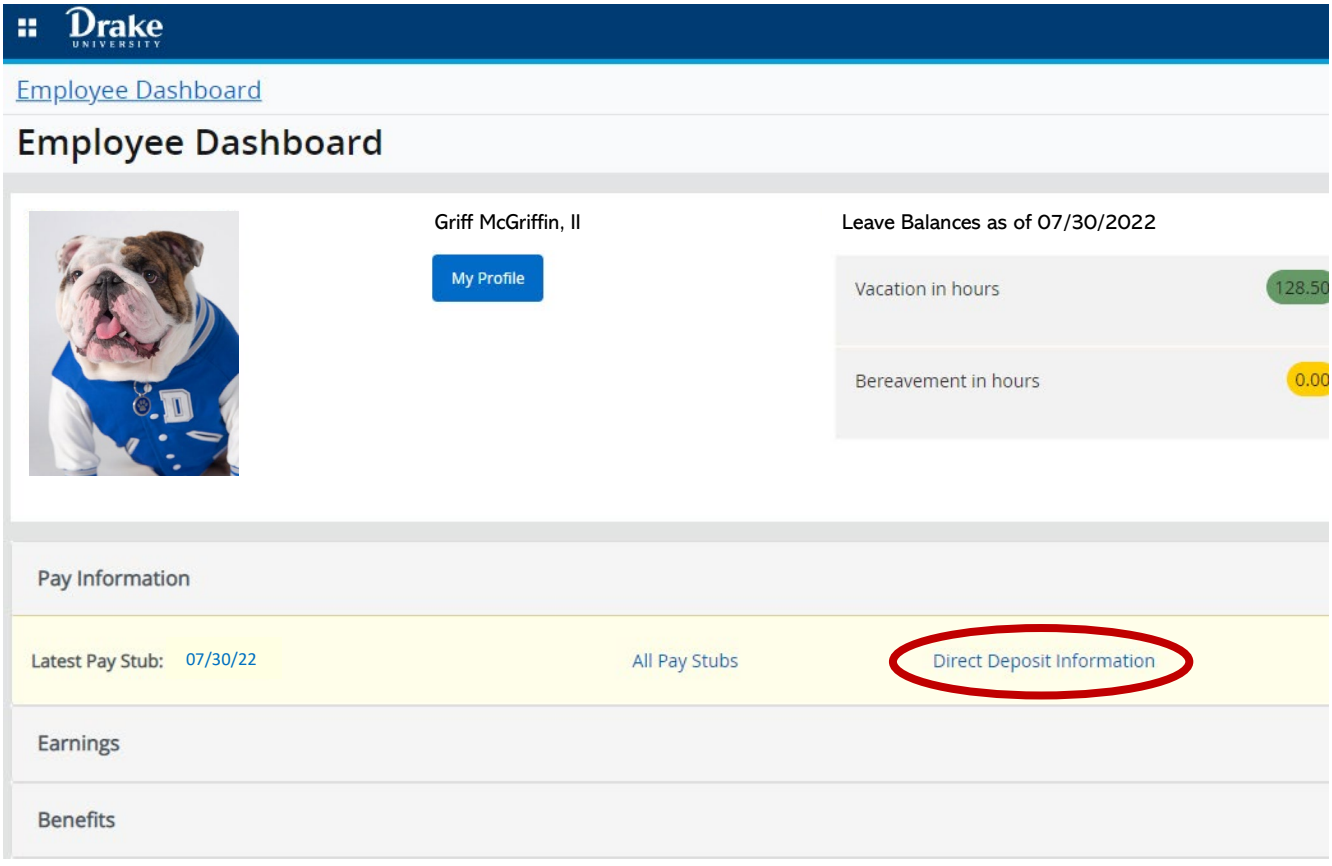
1. First, log into my.drake.edu and go to the Human Resources section, click on the **Employee Dashboard** link. For instructions on accessing myDrake, see Using myDrake for Faculty & Staff (How-to).

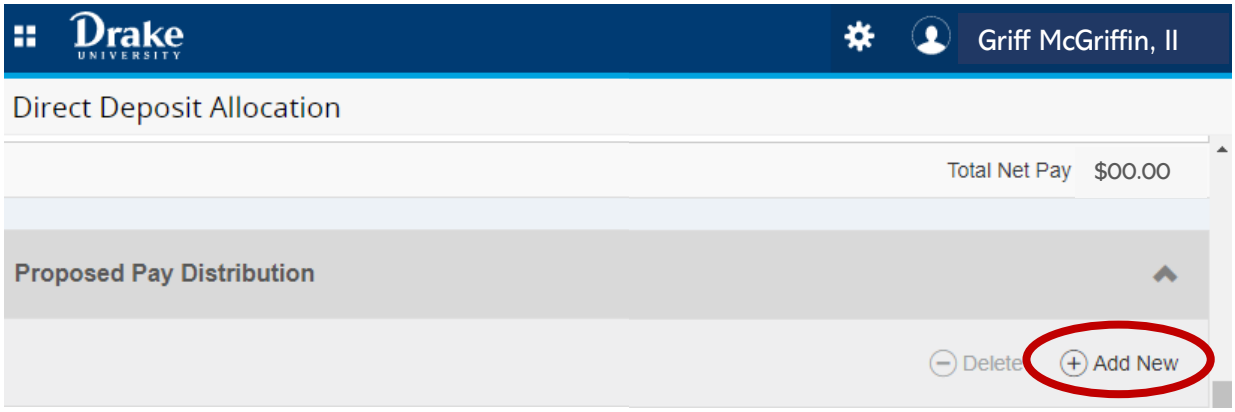
NOTE: Multi-Factor Authentication (MFA) is required to view or change employee information. For assistance, see the MFA guides in the ITS service portal.

2. Second, access Self Service Employee Dashboard/Direct Deposit Allocation.

   - ✓ Once you're on the Employee Dashboard screen, click **Direct Deposit Information**. This will take you to the Direct Deposit Allocation Screen.
   - ✓ On the Direct Deposit Allocation Screen, you have two options. To set up your paycheck to Direct Deposit, select **Add New** in the Proposed Pay Distribution section.

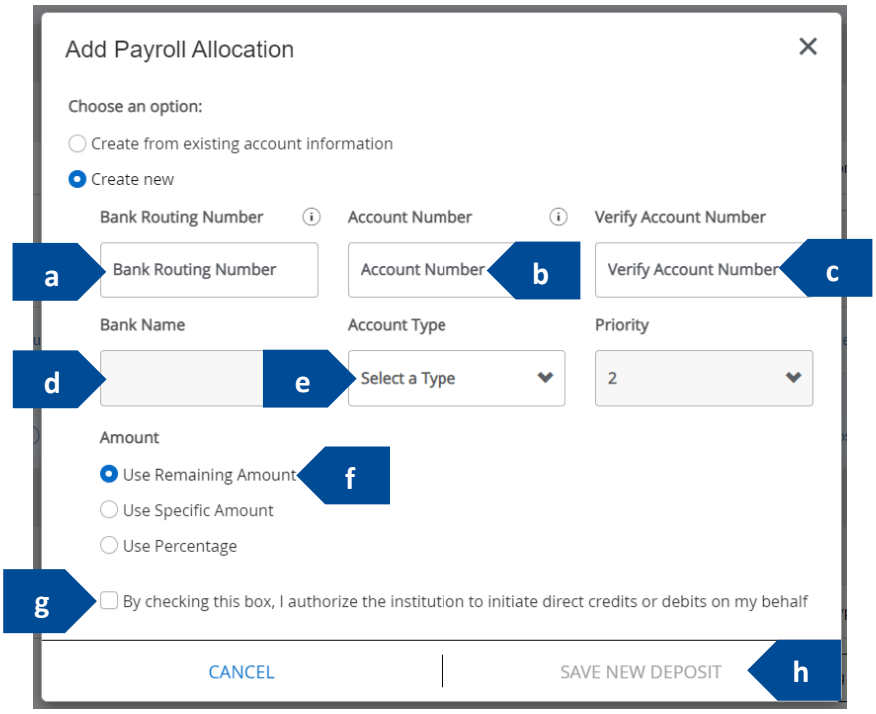
NOTE: The Accounts Payable Deposit section is to designate an account for any reimbursement payments and should not be used for setting up pay checks for direct deposit.





3. Lastly, add Account Details & Allocation

- **a)** Enter your **Bank Routing Number**.
- **b)** Enter your **Account Number**.
- **c)** Enter your Account Number again to **Verify Account Number**.
- **d)** Input your **Bank Name**.
- **e)** Select Account Type: **Checking** or **Savings.**
- **f)** Designate the Amount: Use the Remaining Amount; Use Specific Amount; or Use Percentage. The options of Use Specific Amount or Use Percentage is used if you want to distribute your paycheck among multiple accounts.
- **g)** You must then select the box next to "**By checking this box, I authorize the institution to initiate direct credits or debits on my behalf**."
- **h)** Once you've completed the other fields, click **Save New Deposit**.



NOTE: Direct Deposit may take up to two pay cycles. Your first paycheck will be a physical check which may be mailed to your home address. If you would like to pick up your check in person, please contact Payroll (payroll@drake.edu) for non-student employees. Student Employees can pick up their initial check at the Student Services Center in Olmsted. If you encounter issues with setting up Direct Deposit, please reach out to Drake Human Resources (drakehr@drake.edu).