



Title:
Employee - Update Direct Deposit

Software: **Munis Self Serve**

Revised Date: **3/4/2014**

Supersedes Date: **3/3/2014**

Navigation

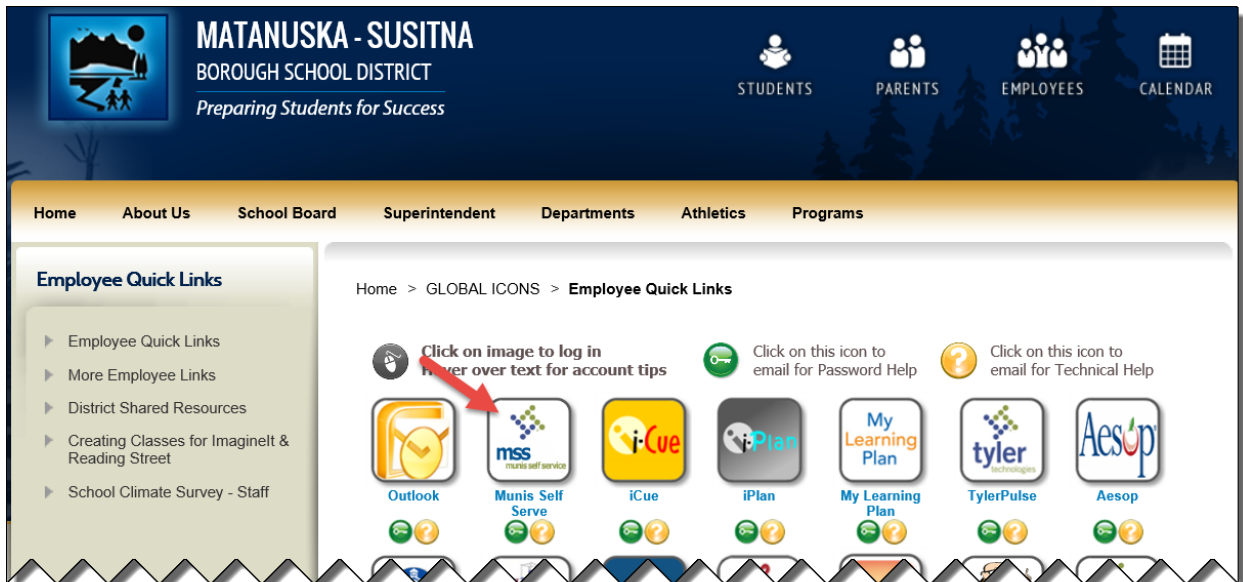
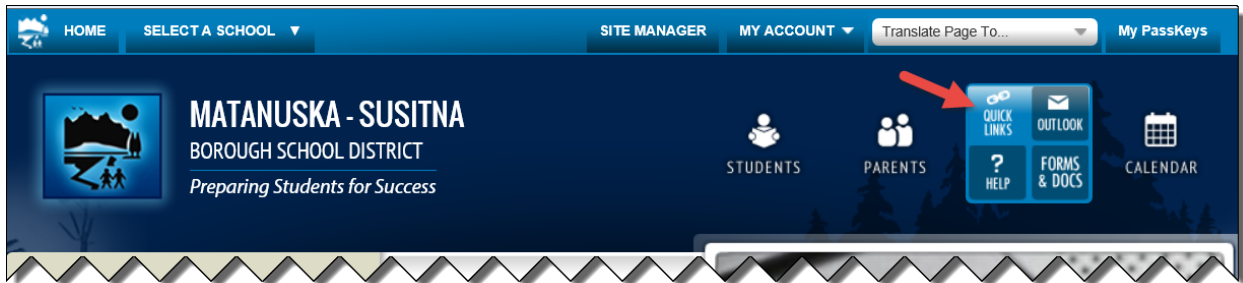
1. **URL:**
<https://mss.matsuk12.us/mss/>
2. **Bread Crumbs:**
Mat-Su School District Homepage (<http://www.matsuk12.us>) > Employees > Quick Links > Munis Self Serve

Questions?

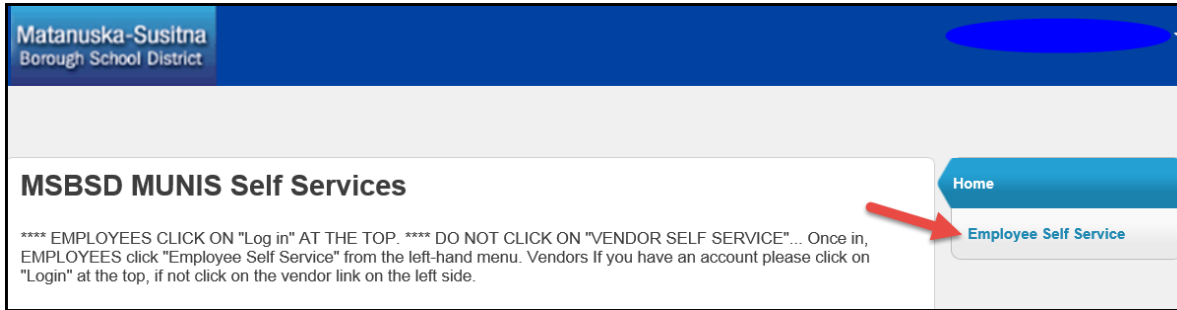
Contact Payroll at 761-4025 or msbsdpay@matsuk12.us for help.

Follow these instructions to update your direct deposit information.

1. Log in to Munis Self Serve.



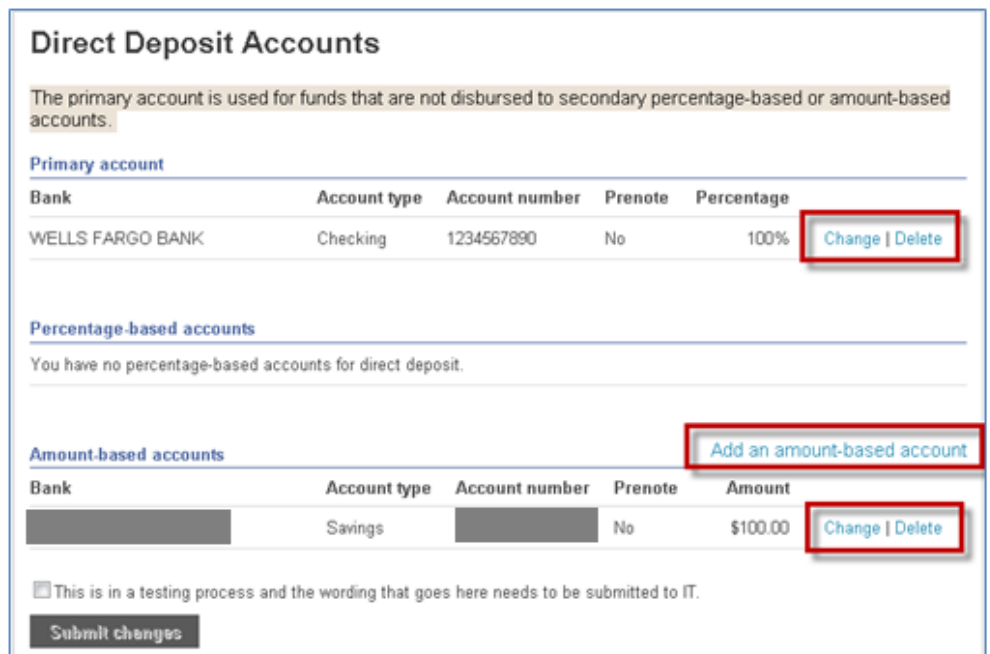
- Next, click Employee Self Service from the right-hand menu.



- Then click Pay/Tax Information.

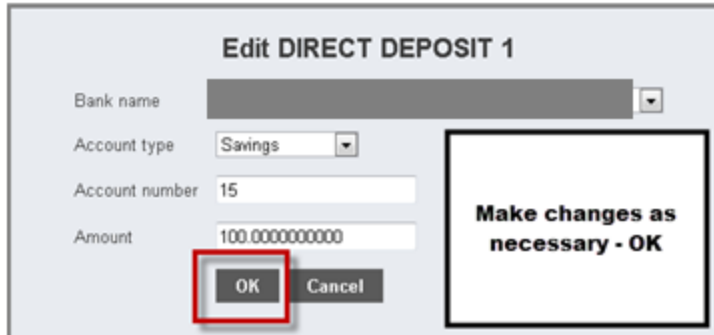


- Under the Pay/Tax Information menu, click the Direct Deposit link. You can Add or Change your direct deposit accounts as well as amounts. You can also delete any secondary accounts.



When updating your account information, you should use the complete routing and account numbers, including preceding zeros. Failure to provide the full number could result in processing delays. Verify that you are submitting the entire account code and not the abbreviated version on your member card.

5. Next, click OK once you have edited your direct deposit information.



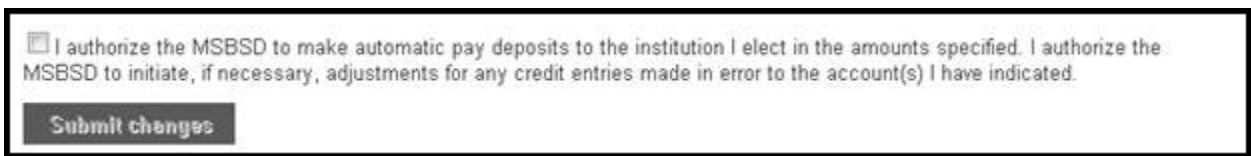
Edit DIRECT DEPOSIT 1

Bank name [dropdown]
Account type Savings [dropdown]
Account number 15
Amount 100.0000000000

OK **Cancel**

Make changes as necessary - OK

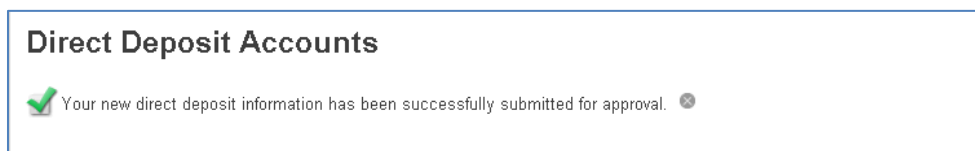
6. You should then mark the check box and click Submit changes.





I authorize the MSBSD to make automatic pay deposits to the institution I elect in the amounts specified. I authorize the MSBSD to initiate, if necessary, adjustments for any credit entries made in error to the account(s) I have indicated.

Submit changes

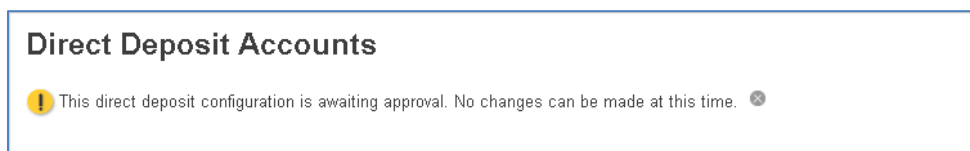
7. You will then receive a confirmation of successful addition or change.




Direct Deposit Accounts

 Your new direct deposit information has been successfully submitted for approval. 

8. If you return to ESS Direct Deposits before the changes have been approved, you will see the message below. Once the Payroll Department has approved your account changes, this message will no longer appear and based on payroll processing deadlines your next check will reflect the changes.



Direct Deposit Accounts

 This direct deposit configuration is awaiting approval. No changes can be made at this time. 