

## **MyInfo Tips and Tools:**

**How to Reallocate and Sign Up for Direct Deposit Online**

### ***Contact Information:***

Human Resources  
994-3651

### ***BPR Website:***

<http://www.montana.edu/wwwtreas/BPR.htm>

## Set up or Reallocate Direct Deposit of Pay

Montana State University - Windows Internet Explorer

http://www.montana.edu/

Montana State University

MONTANA STATE UNIVERSITY Mountains & Minds

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**MYINFO**  
MYMSU PORTAL

CONNECT in a community committed to student success.

MSU students can work closely with faculty to enhance their learning experience.

MSU IN THE NEWS

- Construction and renovation projects under way at MSU
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CURRENT AFFAIRS

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Didn't Find it? Please use our [contact list](#) or our [site index](#).

1. In your Internet Explorer browser type [www.montana.edu](http://www.montana.edu) which will bring up the homepage for Montana State University.
2. On the left hand portion of the screen click the link titled "MYINFO".
3. Click on 'Enter Secure Area'.

### Welcome to the MSU-Bozeman campus

You will need to use at least Netscape 4.0.7 or Internet Explorer 5.x to browse this web.  
Please do not use Internet Explorer ver. 7 with Banner until further notice.  
**You must have cookies enabled on your browser.**

[Enter Secure Area](#)

[Apply for Admission](#)  
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4. Enter your User ID which is your Banner GID beginning with a dash or your Social Security Number without dashes.
5. Enter your PIN, which is initially your six digit birthdate (i.e.: 010170 for January 1, 1970). You will immediately be prompted to change your PIN to any other six digit code. If you need assistance with you PIN, please call Human Resources (994-3651).

[HELP](#) [EXIT](#)

## User Login



Please enter your User Identification Number (ID) and your personal identification number (PIN). Your ID may be either your Social Security Number (without any dashes) **or your Student/Employee ID with a preceding dash (-ID)**. **Your initial PIN** is your birthdate entered as 6 digits MMDDYY or the last 6 digits of your Student/Employee ID. Change your PIN at your earliest convenience to protect your privacy and student records. To change your PIN, select Personal Information Menu. You have 5 tries to Login correctly. If unsuccessful, your PIN will be disabled. You must contact the Registrar's Office (employees should contact the Personnel and Payroll Office) to re-activate your PIN.

When you are finished, please Exit and close your browser to protect your privacy.

**IMPORTANT INFORMATION:** If you have forgotten your PIN, please enter your User ID and select the Forgot PIN button.

Students who require assistance may contact the Registrar's office, 994-6650. The Registrar staff is available to assist students with registration during regular business hours.

User ID:

PIN:

Login

Forgot PIN?

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6. Click the 'Employee Services' link or tab.

[Personal Information](#) [Student Services](#) [Financial Aid](#) [Faculty Services](#) [Employee Services](#) [Communications](#)

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Welcome, Connie R. Hupka, to the Montana State University - Bozeman Information System!

**Attention:** Have you been to MyMSU Portal recently? Remember, you may receive personal announcement there anytime; it's recommended you visit at least twice a week. [Log in](#) and check out What's New in MyMSU!

### [Announcing MyMSU Portal](#)

Check here for vital information about the enhanced Web Communications and collaboration services for Students, Faculty and Staff

### [Personal Information](#)

View your address(es), phone number(s), e-mail address(es); Change your PIN.

### [Student Services](#)

Apply for Admission, Register, View your academic records. [View your Web Bill Summary / Attendance Confirmation / Pay via Web](#)

### [Electronic Billing and Payment](#)

Review your most recent Electronic Billing Statement via QuikPay, make a Payment on Account, Setup an Authorized Payer.

### [Financial Aid](#)

View your Financial Aid Awards; Accept your Financial Aid awards ; View documentation requirements; View charges and payments

### [Employee Services](#)

View your leave history or balances, job information, pay stubs and more.

"IMPORTANT TAX RETURN DOCUMENT AVAILABLE"

### [Faculty Services](#)

Enter Grades and Registration Overrides, View Class Lists and Student Information

### [Communications](#)

University Communications

[Return to Homepage](#)

7. Click the link 'Pay Information'.

The screenshot shows a navigation bar with tabs for Personal Information, Student Services, Financial Aid, Faculty Services, Employee Services (selected), and Communications. Below the navigation bar are links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main heading is "Employee Services". Underneath, there are several menu items: "Benefits and Deductions" (with a sub-description), "Pay Information" (circled in red), "Tax Forms" (with a sub-description and a note about tax return documents), "Current and Past Jobs", "Time Off Current Balances and History", and "Create Letter". At the bottom left, it says "RELEASE: 7.3.1" and at the bottom right, "powered by SUNGARD HIGHER EDUCATION".

8. Then choose 'Direct Deposit Breakdown'.

This screenshot is similar to the previous one, showing the "Employee Services" page. The "Direct Deposit Breakdown" link is circled in red. Below it are links for "Pay Stub" and "Deductions History". The rest of the page layout, including the navigation bar and footer, is identical to the previous screenshot.

9. On the 'View Direct Deposit Information' screen, the line at the bottom of the page will read 'Add New Direct Deposit' if you do not have direct deposit. Click on that link to enroll in direct deposit.

NOT currently enrolled in Direct Deposit:

The screenshot shows the "View Direct Deposit Information" page. At the top, there is a navigation bar with tabs for Personal Information, Student Services, Financial Aid, Employee Services (selected), and Communications. Below the navigation bar is a search bar with a "Go" button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main heading is "View Direct Deposit Information". Below the heading, there is an information icon and text: "The following accounts are listed in the order in which your pay will be distributed." Below that, there is a checked checkbox and text: "There are no payroll records with direct deposit information." At the bottom center, the link "Add New Direct Deposit" is circled in red. At the bottom left, it says "RELEASE: 7.3" and at the bottom right, "powered by SUNGARD HIGHER EDUCATION".

NOTE: If you are already signed up for direct deposit, skip to step 14.

10. To add a direct deposit account, enter the bank routing number and account number, choose type of account, enter the desired amount or percent to be deposited into that account and choose whether the value is 'Amount' or 'Percent'. Then click 'Save'. It is important to enter the above information in the exact sequence you want it to be extracted from your net pay.

Personal Information Student Services Financial Aid **Employee Services** Communications

RETURN TO MENU SITE MAP HELP EXIT

## Update Direct Deposit Allocation

**X** First account entered must be allocated as 100 percent. You can adjust this once you set up a 2nd account. No changes saved.

**i** Make changes to existing records or use the Add Allocation fields at the bottom of this form to set up a new direct deposit.

- Any account in pre-note status after the 24th of the month will not take effect until after the next payday
- In the rare case where you will be receiving a supplemental paycheck and would like to make changes to your allocations, please contact your HR office
- Be sure to click the **Save** button after making your changes

\* - indicates a required field.

**Add Allocation:**

Bank Routing Number: \* 092901683

Account Number: \* 01

Priority: 1

Account Type: Saving

Amount or Percent: \* 100 Percent

Save Always remember to click "Save"!

Direct Deposit Allocation

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11. Repeat Step 10, above, for additional direct deposits accounts.

12. Each time you make a change to your direct deposit allocations or create a new account, be sure to click the 'Save' button!

13. Here you may reorder the priorities of your direct deposits as well as change the amount or percent by routing number and account. You are also allowed to add a new direct deposit choice. (NOTE: The 'remaining' amount must be the final entry or largest priority number.)

Personal Information Student Services Financial Aid **Employee Services** Communications

RETURN TO MENU SITE MAP HELP EXIT

## Update Direct Deposit Allocation

**X** Your last priority record must have 100% allocation. Please change it or reorder records. No changes saved.

**i** Make changes to existing records or use the Add Allocation fields at the bottom of this form to set up a new direct deposit.

- Any account in pre-note status after the 24th of the month will not take effect until after the next payday
- In the rare case where you will be receiving a supplemental paycheck and would like to make changes to your allocations, please contact your HR office
- Be sure to click the **Save** button after making your changes

**Bank Name:** First Interstate Bank, all MT cities  
**Bank Routing Number:** 092901683  
**Account Number:** 01  
**Status:** Prenote  
**Priority:** 1  
**Inactivate:** No  
**Account Type:** Saving  
**Amount or Percent:** 100 Percent

These priorities should be switched around so that the funds allocated at 100% are the last priority. This will ensure that any extra funds you may receive will be allocated to an account instead of being printed as a check.

\* - indicates a required field.  
**Add Allocation:**  
**Bank Routing Number:** \* 092901683  
**Account Number:** \* 02  
**Priority:** 2  
**Account Type:** Saving  
**Amount or Percent:** \* 50 Percent

Direct Deposit Allocation

14. If your pay is currently direct deposited and you wish to make changes, click 'Update Direct Deposit Allocation' on the 'View Direct Deposit Information' screen. To make changes, repeat steps 10-13 above.

Personal Information Student Services Financial Aid **Employee Services** Communications

RETURN TO MENU SITE MAP HELP EXIT

## View Direct Deposit Information

**i** The following accounts are listed in the order in which your pay will be distributed.

There are no payroll records with direct deposit information.

**Proposed Pay Distribution:**

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution
First Interstate Bank, all MT cities	092901683	02	Savings	1	50.00%	
First Interstate Bank, all MT cities	092901683	01	Savings	2	Remaining	
Total Net Pay						

[Update Direct Deposit Allocation](#)

[ [Pay Stub](#) | [Deductions History](#) ]

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15. To Print either your Pay Stub or Deductions Summary click the print icon  in the upper right area of your screen or push 'Alt+R' on the keyboard.

View Direct Deposit Information
Page Tools


Click here to print your direct deposit allocations

Personal Information | Student Services | Financial Aid | Employee Services | Communications

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

## View Direct Deposit Information

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 The following accounts are listed in the order in which your pay will be distributed.

**Pay Distribution as of Jul 11, 2008**

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
First Interstate Bank, all MT cities	092901683	2510022185	Checking	1,184.24
First Interstate Bank, all MT cities	092901683	2010753156	Saving	1,000.00
<b>Total Net Pay</b>				<b>2,184.24</b>

**Proposed Pay Distribution:**

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution
First Interstate Bank, all MT cities	092901683	2010753156	Savings	1	\$ 1,000.00	1,000.00
First Interstate Bank, all MT cities	092901683	2510022185	Checking	2	Remaining	1,184.24
<b>Total Net Pay</b>						<b>2,184.24</b>

[Update Direct Deposit Allocation](#)

[\[ Pay Stub | Deductions History \]](#)

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**Note: Here is an example of what your Direct Deposit Allocation screen should look like:**

## Update Direct Deposit Allocation

**i** Make changes to existing records or use the Add Allocation fields at the bottom of this form to set up a new direct deposit.

- Any account in pre-note status after the 24th of the month will not take effect until after the next payday
- In the rare case where you will be receiving a supplemental paycheck and would like to make changes to your allocations, please contact your HR office
- Be sure to click the **Save** button after making your changes

**i** **Note for multiple allocations:** Percent allocations are based upon the amount remaining after prior allocations. For example, if you have a \$1000 net paycheck and enter 10% for one account, 10% for a second account, and 100% (required) for your last account, your deposits would be allocated as follows:

	Priority	Percent Allocation	Amount Allocated	Amount Remaining
	1	10%	\$100	\$900
	2	10%	\$ 90	\$810
	3	100%	\$810	\$ 0

If you are using more than two percent allocations, this example shows how your funds will be allocated.

**Bank Name:** First Interstate Bank, all MT cities  
**Bank Routing Number:** 092901683  
**Account Number:** 02  
**Status:** Prenote  
**Priority:** 1  
**Inactivate:** No  
**Account Type:** Saving  
**Amount or Percent:** 50 Percent

**Bank Name:** First Interstate Bank, all MT cities  
**Bank Routing Number:** 092901683  
**Account Number:** 01  
**Status:** Prenote  
**Priority:** 2  
**Inactivate:** No  
**Account Type:** Saving  
**Amount or Percent:** 100 Percent

The "inactivate" option should only be used if you have completely closed this account.

Please always make sure that your last allocation is 100%!

\* - indicates a required field.

**Add Allocation:**

**Bank Routing Number: \***    
**Account Number: \***   
**Priority:** 3  
**Account Type:** Saving  
**Amount or Percent: \***  Percent