

Memorandum



Finance Office

Direct Deposit

Welcome!

In order to receive pay, you will need to set up a direct deposit. All paychecks are processed via this method. You will also want to set up direct deposit for your reimbursements. Reimbursements occur when you incur approved costs for business purposes.

1. Log on to the Banner information system going to the main SPU webpage: www.spu.edu, and in the far upper right corner, selecting “My SPU” and “Banner” from the drop down menu.
2. Enter your user name and password.
3. Next, select “Employee Menu”.
4. Select “Employee Pay and Account Menu”
5. Finally, select “Setup Direct Deposit” and continue to follow screen prompts.
6. Do not forget to scroll down on this page to set up direct deposit for those reimbursement amounts that you might receive in the future.

Please complete this process quickly so that there will be no delay in the receipt of your earnings. If you have a circumstance that prevents you from doing direct deposit, please contact Cherry Gilbert, Director of Finance and Controller at 206-281-2009.

Finally, let us know if we can provide clarification or help – we’re happy to! The Payroll office number is 206-281-2533.