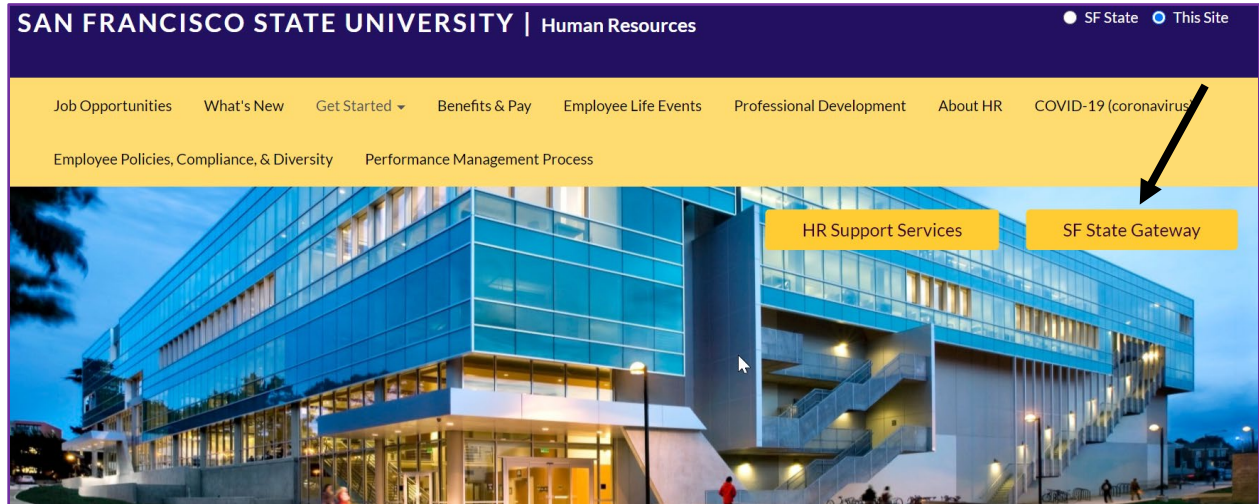


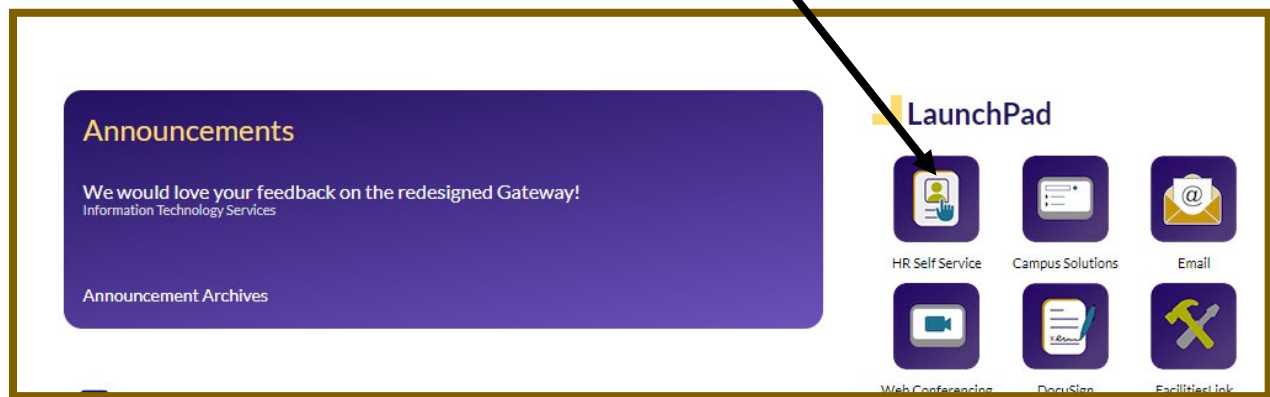
## **Direct Deposit Self-Service Instructions**

Direct Deposit Self-Service is now available on the HR Self Service webpage; it includes the ability to set up or change Direct Deposit information. Faculty, Staff and Student Employees can add, change, or inactivate their own direct deposit information.

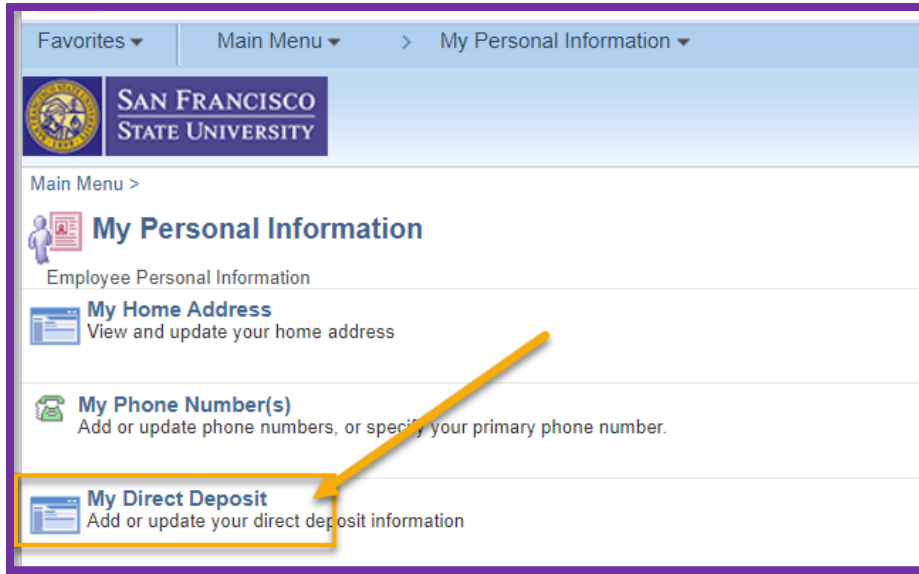
### **Log in to Direct Deposit Self Service on SF State Gateway**



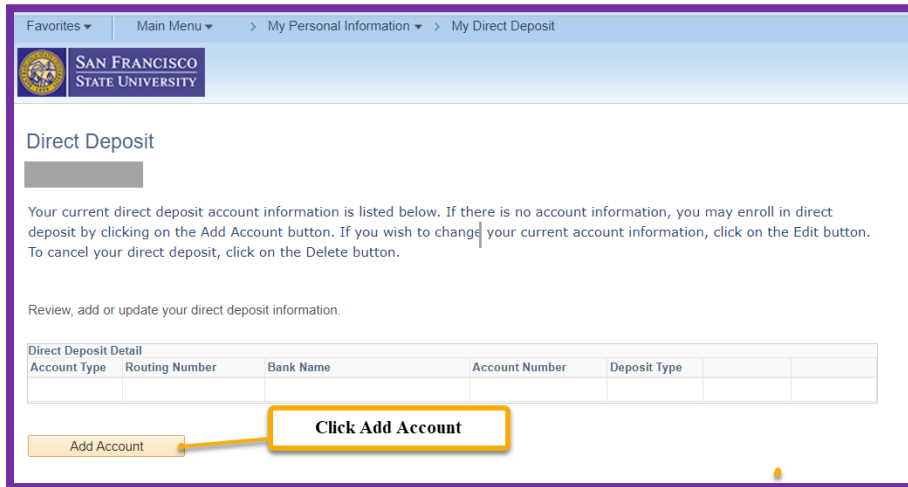
### **After logging in to the gateway, click on HR Self-Service webpage**



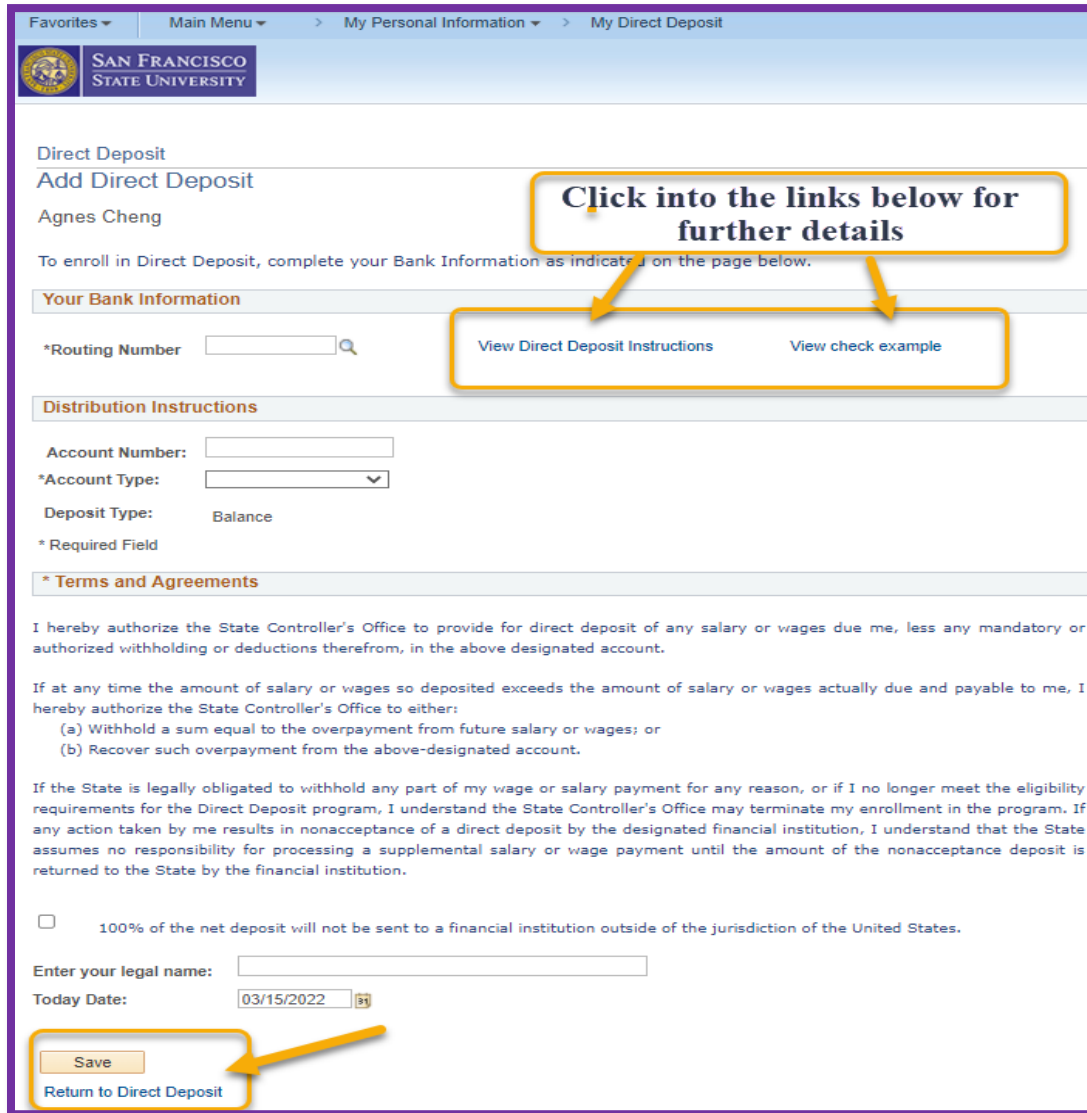
**Under “My Personal Information”, click on “My Direct Deposit”**



**Click “Add Account” and enter your bank account information**



**Review the information you entered and click “Save”**



Direct Deposit  
Add Direct Deposit  
Agnes Cheng

To enroll in Direct Deposit, complete your Bank Information as indicated on the page below.

**Your Bank Information**

\*Routing Number

[View Direct Deposit Instructions](#) [View check example](#)

**Distribution Instructions**

Account Number:

\*Account Type:

Deposit Type: Balance

\* Required Field

**\* Terms and Agreements**

I hereby authorize the State Controller's Office to provide for direct deposit of any salary or wages due me, less any mandatory or authorized withholding or deductions therefrom, in the above designated account.

If at any time the amount of salary or wages so deposited exceeds the amount of salary or wages actually due and payable to me, I hereby authorize the State Controller's Office to either:

(a) Withhold a sum equal to the overpayment from future salary or wages; or  
(b) Recover such overpayment from the above-designated account.

If the State is legally obligated to withhold any part of my wage or salary payment for any reason, or if I no longer meet the eligibility requirements for the Direct Deposit program, I understand the State Controller's Office may terminate my enrollment in the program. If any action taken by me results in nonacceptance of a direct deposit by the designated financial institution, I understand that the State assumes no responsibility for processing a supplemental salary or wage payment until the amount of the nonacceptance deposit is returned to the State by the financial institution.

100% of the net deposit will not be sent to a financial institution outside of the jurisdiction of the United States.

Enter your legal name:

Today Date:

[Return to Direct Deposit](#)

A confirmation email will be sent to the employee's "SFSU" email account once the information has been received. Please allow up to 4 weeks for activation after the initial submission.

Please contact your [HR Payroll Representative](#) for any further payroll related questions or status on your direct deposit request.

Contact your [HR Payroll Representative](#) or call 415-338-8152 immediately if your bank account had been hacked, canceled, or compromised.