

To be reimbursed quicker, sign up for **direct deposit** for your reimbursements

Direct deposits are faster and are processed twice a week!




Each time you will receive an email with the details of the reimbursements made for your reference.



3 Easy Steps

- 1) Use the **attached** form to sign up for the direct deposit
- 2) Get your banking information from Workday or a paper check

- Sign into Workday
- In the Applications block, click Pay



The screenshot shows a blue icon of a wallet with a key, labeled 'Pay'. Below it is a grey button labeled 'Payment Elections'.

- In the Actions box Click 
- Click  next to your preferred account & scroll down for Routing Transit and Bank Account # to put on the form
- Click Cancel on that screen once you have the information

- 3) Deliver to Accounts Payable-73 Tremont, 11th floor (**not** through interoffice for your data privacy)



DIRECT DEPOSIT FORM FOR EXPENSE AND TRAVEL REIMBURSEMENT ONLY

(Note: This is not for payroll)

Complete the section below, sign and date in the proper space at the bottom and ***hand deliver*** to Accounts Payable on the 11th floor of 73 Tremont.

DO NOT interoffice this form

TO BE COMPLETED BY THE EMPLOYEE:

EMPLOYEE NAME:

EMPLOYEE
SUFFOLK ID#:

BANK ROUTING #:

BANK ACCOUNT #:

BANK NAME:

(Check one)

Checking:

SAVINGS:

(Check one)

New Submission:

Replace previous banking information:

I hereby authorize Suffolk University to deposit any amounts owed to me into my account at the financial institution indicated on this form. Further, I authorize my bank to accept and to credit any amounts indicated by Suffolk University to my accounts. This authorization is to remain in effect until the University and my bank have received written notice from me of its termination.

Employee Signature: _____

Date: _____

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