

Morehead State University




Step 1: Log into your My.MoreheadState.edu account



Select the Self-Service Link


Step 2: Select the “Banking Information” button to manage your information.



Banking Information
Here you can view and update your banking information.

Step 3: Edit current direct deposit information.


- Select the change icon located beside previously established accounts.

Payroll Deposits	Verification	Amount	Deposit Priority	View All
Morehd Community FCU	✓ Verified	\$68.50	1	 >
Kentucky Bank	✓ Verified	Balance	Last	>

Step 4: Add new direct deposit account.

- Select “Add an Account”. You must have your bank account and bank routing information to add an account! (see below)

Banking Information

Active Accounts  [+ Add an Account](#)

i Changes and/or new accounts can now be entered by the employee rather than submitting a hard copy form. For questions regarding banking information for payroll releases, please contact the Payroll Office at (606) 783-2145.

Payroll Deposits	Verification	Amount	Deposit Priority	View All
Morehd Community FCU	✓ Verified	\$68.50	1	>
Kentucky Bank	✓ Verified	Balance	Last	>

Refunds, Reimbursements & Payments [View All](#)

Kentucky Bank	✓ Verified	>
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- Select the “Activate” circle beside either Payroll Deposit or Refund, Reimbursement & Payment Deposit.


Banking Information

[Back](#)

New Deposit

Bank Account Usage

 Activate

 Activate

[Next](#) [Cancel](#)

- **For Refund, Reimbursement & Payment Deposit:** the Effective Date will auto populate with today's date.
 - Select "Next"
- **For Payroll Deposit:** the Effective Date will auto populate with today's date.
 - Select "No end date" or "End on" to enter a date for the deposit to stop.

****CAREFULLY READ THE BLUE BOX FOR IMPORTANT INFORMATION****

The screenshot shows the 'Banking Information' screen with a 'New Deposit' section. Under 'Bank Account Usage', 'Payroll Deposit' is selected and activated. The 'Effective Date' is 10/31/2018. Under 'End Date', 'No end date' is selected. A blue information box at the bottom left contains the following text: 'The newly added account will be prenoted. This means your direct deposit could be delayed for one pay release with a hard copy check available to you in your department on pay day. Click here to access the payroll schedules: Exempt (salary) pay schedule, Non-exempt (hourly) pay schedule'. A red arrow points to this box.

➤ **Enter Deposit Details:**

- Select "Entire Balance", "Specific Amount", or "Remaining Balance". If you select "Specific Amount", fill in the amount to deposit.

The 'Deposit Details' form asks to 'Select the amount of your paycheck to be deposited'. It has three radio button options: 'Entire Balance', 'Specific Amount' (which is selected), and 'Remaining Balance'. A text input field next to 'Specific Amount' contains the value '200.00'.

- Select "Next"

Edit Bank Account Details screen – Enter all required fields

The screenshot shows a check form from Nationwide. It includes fields for 'YOUR NAME', 'DATE', 'PAY TO THE ORDER OF', and a dollar amount. At the bottom, there are three MICR lines with labels: 'ROUTING NUMBER' (044072324), 'ACCOUNT NUMBER' (000123456789), and 'CHECK NUMBER' (123).

- Scroll down and read the Terms and Conditions.

- Check the box indicating that you agree
- Select “Submit”

Your new banking account information has been added to your account, but not verified. Once the new account information has processed through either a payroll, refund, reimbursement, or other payment, the new banking account will switch to a Verified status.

Tip: please keep checking on your banking information for verification

Active Accounts + Add an Account

Effective 12/01/18, payroll direct deposit account information will be available via Self Service. Changes and/or new accounts can now be entered by the employee rather than submitting a hard copy form. For questions regarding banking information for payroll releases, please contact the Payroll Office at (606) 783-2145.

Payroll Deposits	Verification	Amount	Deposit Priority	View All
MCFCU	⚠ Not Verified	[REDACTED]	1	>
Morehd Community FCU	✓ Verified	[REDACTED]	2	>
Morehd Community FCU	✓ Verified	Balance	Last	>

Refunds, Reimbursements & Payments View All

You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.