

Direct Deposit Management

Follow the instructions to add or change your direct deposit bank details.

Click on the **CSU EMPLOYEE SELF-SERVICE** responsibility to expand the menu. Click **Direct Deposit Management**.

- ▲ CSU Employee Self-Service
 - ☰ Personal Information
 - ☰ Employee Information
 - ☰ Direct Deposit Management
 - ☰ Pay Advices

Add a New Pay Method

- If you are a new employee and there are no pay methods currently listed, click the “Add Account” button.

Add Account

Priority

You will be paid by check until you specify how you wish to be paid.

- Enter your last name in the Account Name field and complete the rest of the banking details. When you enter the Transit Code and press the “Tab” key, the Bank Name and Bank Branch will populate automatically.

* Account Name

* Account Type ▼

* Account Number

* Transit Code ▼ 🔍

CANVAS CREDIT UNION

* Bank Name

* Bank Branch

- Click the “Continue” button in the upper right corner.

Cancel
Continue

4. On the following screen, confirm the bank details.

	Current	Proposed
Priority		1 <input type="radio"/>
Payment Type		Deposit <input type="radio"/>
Currency		US Dollar <input type="radio"/>
Amount		Remaining Pay <input type="radio"/>
Account Name		Cam <input type="radio"/>
Account Type		Checking Account <input type="radio"/>
Account Number		123456789 <input type="radio"/>
Transit Code		302075830 <input type="radio"/>
Bank Name		CANVAS CREDIT UNION <input type="radio"/>
Bank Branch		CANVAS CREDIT UNION <input type="radio"/>

5. Click the “Submit” button in the upper right corner to confirm the pay method. Note: the changes are not committed until the “Submit” button is pressed.

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Business Group Colorado State University


6. You will receive a confirmation screen that the changes have been applied.

Confirmation

Your changes have been applied.

Update an Existing Pay Method

1. If the bank details displayed should be updated, click the “Update” button.

Priority	Payment Type	Account Type	Account Number	Currency	Update
1	Deposit	Checking Account	123456789	US Dollar	

2. Alter whichever fields should change, which can be all of them. Leave the Account Name field as your last name.

* Account Name

* Account Type

* Account Number

* Transit Code

CANVAS CREDIT UNION



* Bank Name

* Bank Branch

3. Click the “Apply” button in the upper right corner.

[Cancel](#) [Apply](#)

4. On the following screen, confirm the changes.

	Current	Proposed
Priority	1	1
Payment Type	Deposit	Deposit
Currency	US Dollar	US Dollar
Amount	Remaining Pay	Remaining Pay
Account Name	Cam	Ram 
Account Type	Checking Account	Checking Account
Account Number	123456789	1234567890 
Transit Code	302075830	302075830
Bank Name	CANVAS CREDIT UNION	CANVAS CREDIT UNION
Bank Branch	CANVAS CREDIT UNION	CANVAS CREDIT UNION

5. Click the “Submit” button in the upper right corner to confirm the pay method. Note: the changes are not committed until the “Submit” button is pressed.

[Cancel](#) [Printable Page](#) [Back](#) [Submit](#)

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6. You will receive a confirmation screen that the changes have been applied.

Confirmation

Your changes have been applied.