Setting Up Direct Deposit in Govs Suite

1) Log in to Onestop - **onestop.apsu.edu**

2) Click on the **Govs Suite** tile

3) Click on the **Me** tab

4) Click on **Pay**

5) Click **Payment Methods**

6) Click **Add**

7) Enter the required payment banking details such as:

❑ What you want to call this payment method
❑ The amount or percentage that should go to this account. (Select percentage from the dropdown and indicate 100%)
❑ Account Number (Note, this is NOT your debit card number)
❑ Account Type (Checking or Savings)
❑ Bank
❑ Bank Branch
❑ Bank Routing Number

8) Click **Create**

Please email payroll@apsu.edu if you receive an error message or need assistance.

AP Austin Peay
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