Direct Deposit Set Up
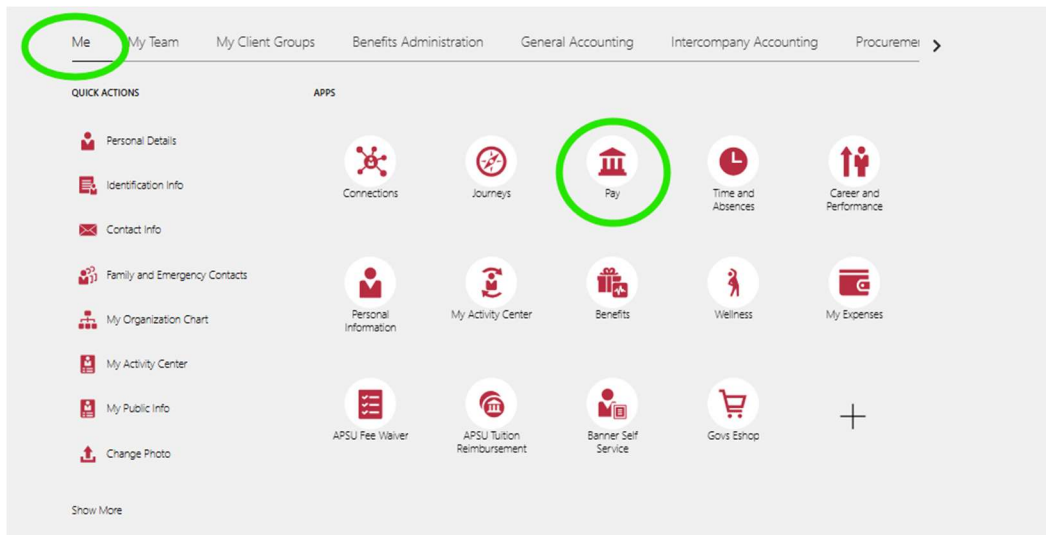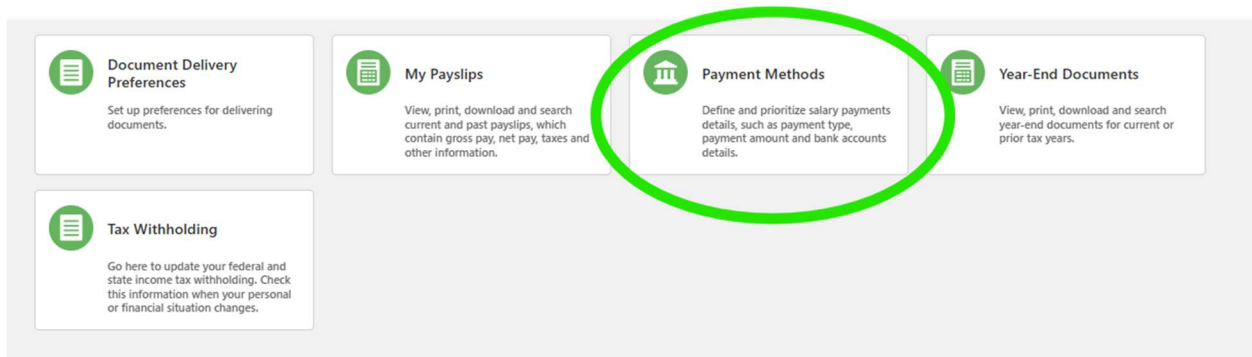
Log into Govs Suite

Select **Me** Tab

Select **Pay** Icon

Select **Payment Methods**

Direct Deposit Set Up

AP Austin Peay
State University
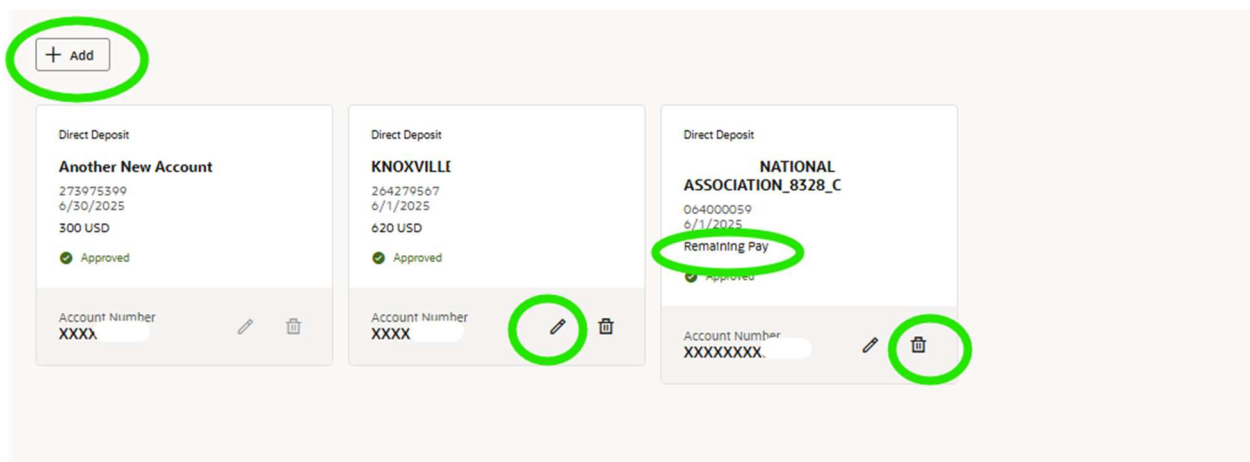CLARKSVILLE ✪ TENNESSEE

Payroll Services

Select **Add** to start your set up a new account.

Select **Pencil** to edit any active account.

Select the **Trash bin** to **delete** an existing account.

> ****Please Note** – You can only have 4 accounts set up at one time. If it will not allow you to add another, you may need to delete one account.

When adding an account, you will need to enter the following:

Name your account = This can be a nick name

Payment Type = Direct Deposit

Payment Amount = Amount is a flat dollar amount.

        Percentage is a % of your payroll payment

Account Number = Your personal account

Account Type = Select either Checking or Savings according to your account type.

Routing Number = In the box begin typing in your routing number. It will begin to populate the full routing number with the bank name. Select the applicable routing number. *** Please note**, banks purchase other banks regularly. The name of the bank may remain the prior name. As long as the routing number is correct, your payment will go to the proper place.

Direct Deposit Set Up

New Payment Method

Details

What do you want to call this payment met...	Payment Type
Fun Money Account	Direct Deposit

Payment Amount	Amount
Amount	
	Required

Bank Details

Select an account

◉ New Account   ○ Existing Account

Account Number	Account Type
678123	Checking

Routing Number	Bank
064	

Routing	Bank Name	Number
064000017	REGIONS BANK	064000017
064000020	BANK OF AMERICA, NA	064000020
064000046	TRUIST BANK	064000046
064000059	US BANK	064000059
064000059	U.S. BANK NATIONAL	064000059

Cancel   Create

Once your details are entered **Select Create**

When adding an account, you will need to enter the following:

Name your account = This can be a nick name

Payment Type = Direct Deposit

Payment Amount =

> Amount is a flat dollar amount.

> Percentage is a % of your payroll payment

Account Number = Your personal account

Account Type = Select either Checking or Savings according to your account type.

Routing Number = In the box begin typing in your routing number. It will begin to populate the full routing number with the bank name. Select the applicable routing number

. *** Please note**, banks purchase other banks regularly. The name of the bank may remain the prior name. As long as the routing number is correct, your payment will go to the proper place.

Direct Deposit Set Up

You will now be able to see the summary for your account.

Select Create

A new box will be added to your account list

This ends the set-up steps.