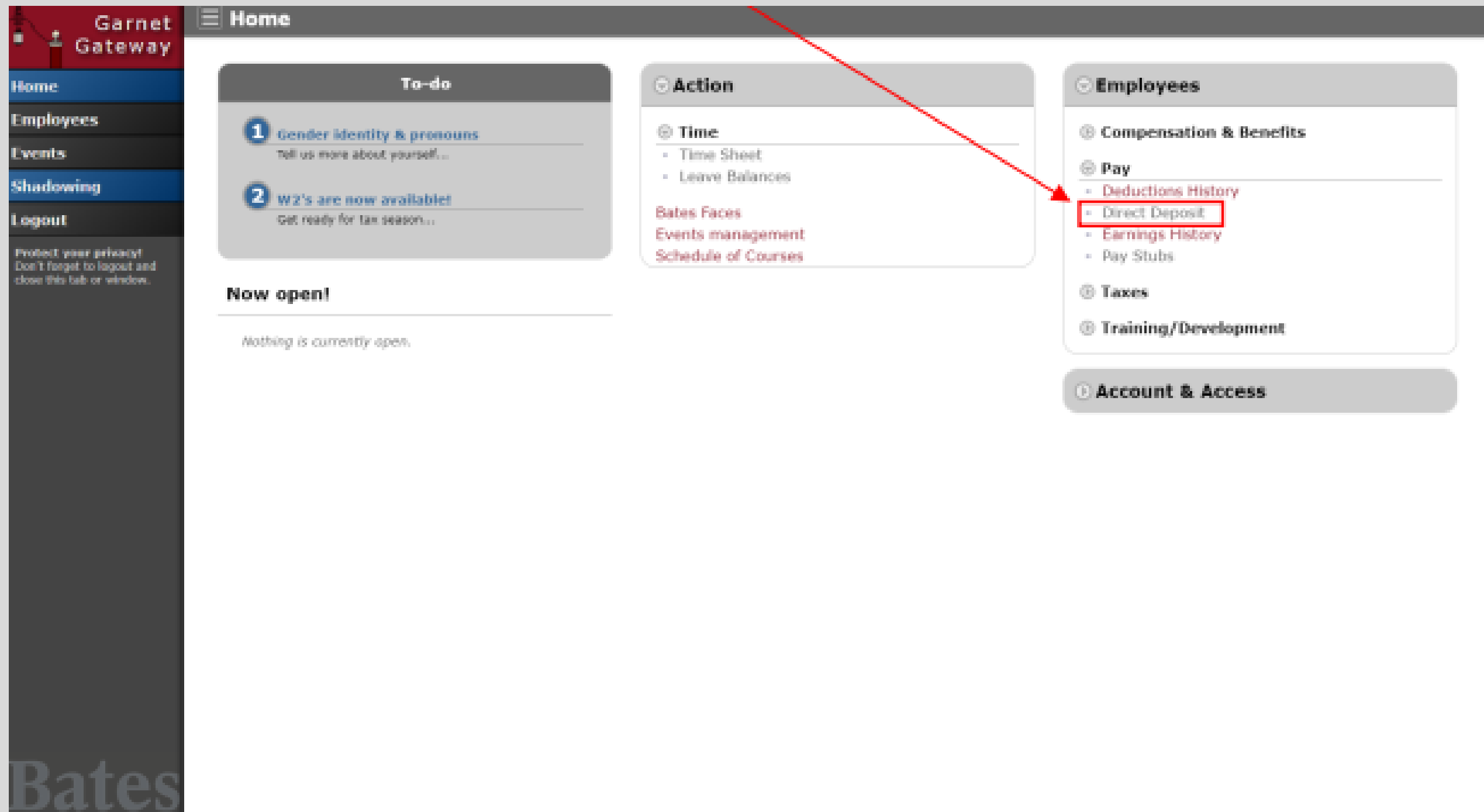


# How to set up/update Direct Deposit Information in Garnet Gateway

Select the Direct Deposit option. It is located in the “Employees” section on the right-hand side of the home screen, under the “Pay” drop down tab.



The “Direct Deposit” screen will then open. It looks like the screen to the right. All direct deposit accounts will show on this screen. Add your banking information in the “Add Bank” section at the bottom. The instructions on the right side of the screen will help you enter the appropriate information.

Garnet Gateway

Home

Employees

Events

Shadowing

Logout

Direct Deposit

Payroll:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
Bank of America, IL			Checking	1	100.00%	Active

You can only have one active bank for Accounts Payable, however you may use the same bank for both Payroll and Accounts Payable.

Accounts Payable Deposit:

Bank Name	Routing Number	Account Number	Account Type	Status	Note
Bank of America, IL			Checking	Active	** Account also used in Payroll Allocation.

Add Bank:

Bank Routing Number: \*

Account Number: \*

Account Type: Saving

Remaining Amount: ☐

Amount or Percent:  Percent

Payroll Deposit: ☐

Accounts Payable Deposit: ☐

By entering my banking information, I hereby authorize Bates College to initiate credit (deposit) entries and, if necessary, debit (withdrawal) entries to my account in the event of an overpayment or payment in error in the amount of such payment in error.

Save

FAQs

Review pay distribution

Payments & Reimbursements

Pay Stubs

Instructions

EDIT:

Select a bank name to change an existing record, or select different priorities and the reorder button to change the order of existing records.

REMOVE:

To remove a bank from either section, select the bank name, then check inactive, Save.

ADD:

Enter the bank routing number and account information to add a new bank, Save.

YOUR NAME

1234 Main Street

Anytown, NE 00000

DATE

PAY TO THE ORDER OF

\$

DOLLARS

123456789

0000123456789

12345

ROUTING NUMBER

ACCOUNT NUMBER

CHECK NUMBER

Your account number is **NOT** the number on your debit card, check your banking app, or call your bank to get this information.

Changes may not take effect immediately. Be mindful of when you change this information in relation to your pay day.

You are able to have your pay deposited to one account or multiple accounts. If you are having pay deposited to more than one account, you need to specify either a flat dollar amount or a percentage to go to each account. Also, check off the “Payroll Deposit” check box for each account that you want your pay checks to be deposited to. If you also want Accounts Payable deposits to go to that account, check that box as well.

Garnet Gateway

Home

Employees

Events

Shadowing

Logout

Direct Deposit

Payroll:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
Bank of America, IL			Checking	1	100.00%	Active

You can only have one active bank for Accounts Payable, however you may use the same bank for both Payroll and Accounts Payable.

Accounts Payable Deposit:

Bank Name	Routing Number	Account Number	Account Type	Status	Note
Bank of America, IL			Checking	Active	** Account also used in Payroll Allocation.

Add Bank:

Bank Routing Number: \*

Account Number: \*

Account Type: Saving

Remaining Amount: ☐

Amount or Percent:  Percent

Payroll Deposit: ☐

Accounts Payable Deposit: ☐

By entering my banking information, I hereby authorize Bates College to initiate credit (deposit) entries and, if necessary, debit (withdrawal) entries to my account in the event of an overpayment or payment in error in the amount of such payment in error.

Save

FAQs

Review pay distribution

Payments & Reimbursements

Pay Stubs

Instructions

EDIT:

Select a bank name to change an existing record, or select different priorities and the reorder button to change the order of existing records.

REMOVE:

To remove a bank from either section, select the bank name, then check inactive, Save.

ADD:

Enter the bank routing number and account information to add a new bank, Save.

YOUR NAME

1234 Main Street

Anytown, NE 00000

DATE

PAY TO THE ORDER OF

\$

DOLLARS

123456789

0000123456789

12345

ROUTING NUMBER

ACCOUNT NUMBER

CHECK NUMBER

Your account number is **NOT** the number on your debit card, check your banking app, or call your bank to get this information.

Changes may not take effect immediately. Be mindful of when you change this information in relation to your pay day.

If you set up multiple direct deposit accounts, you must ensure that one has the “Remaining Amount” check box marked. If this box is not checked, the balance of your pay (after your flat amount or percentage amount elections have been deposited to the accounts you set up) will be paid via paper check. Since direct deposit is a condition of employment at Bates College, we want to avoid this as much as possible.

Garnet Gateway

Home

Employees

Events

Shadowing

Logout

Direct Deposit

Payroll:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
Bank of America, IL			Checking	1	100.00%	Active

You can only have one active bank for Accounts Payable, however you may use the same bank for both Payroll and Accounts Payable.

Accounts Payable Deposit:

Bank Name	Routing Number	Account Number	Account Type	Status	Note
Bank of America, IL			Checking	Active	** Account also used in Payroll Allocation.

Add Bank:

Bank Routing Number: \*

Account Number: \*

Account Type: Saving

Remaining Amount: ☒

Amount or Percent: Percent

Payroll Deposit: ☐

Accounts Payable Deposit: ☐

\* - Indicates a required field.

By entering my banking information, I hereby authorize Bates College to initiate credit (deposit) entries and, if necessary, debit (withdrawal) entries to my account in the event of an overpayment or payment in error in the amount of such payment in error.

Save

Instructions

EDIT: Select a bank name to change an existing record, or select different priorities and the reorder button to change the order of existing records.

REMOVE: To remove a bank from either section, select the bank name, then check inactive, Save.

ADD: Enter the bank routing number and account information to add a new bank, Save.

YOUR NAME  
1234 Main Street  
Anytown, MI 00000

DATE

PAY TO THE ORDER OF

DOLLARS

ROUTING NUMBER

ACCOUNT NUMBER

CHECK NUMBER

Your account number is **NOT** the number on your debit card, check your banking app, or call your bank to get this information.

Changes may not take effect immediately. Be mindful of when you change this information in relation to your pay day.

Bates

FAQs

Review pay distribution

Payments & Reimbursements

Pay Stubs

Once you have entered your account information click “Save”. This will automatically update your direct deposit information in the Banner system.