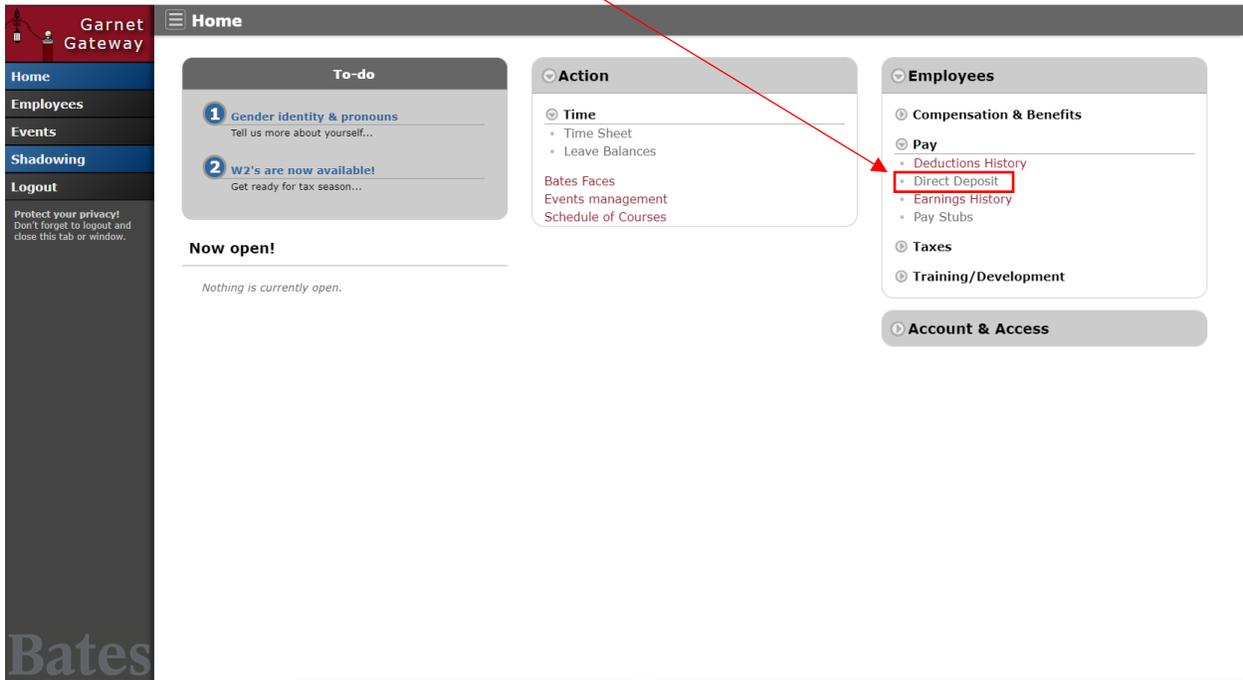


How to set up/update Direct Deposit Information in Garnet Gateway

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.



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

Direct Deposit

Payroll:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
Bank of America, IL	[REDACTED]	[REDACTED]	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	[REDACTED]	[REDACTED]	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 Inactivate, Save.

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

YOUR NAME
1234 Main Street
Asheville, NE 50000
DATE 12/3

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.