## 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.

Garnet	🗏 Home		
Gateway Home	To-do	• Action	⊙ Employees
Employees Events Shadowing Logout Protect your privacy! Don't forget to legout and close this tab or window.	Gender identity & pronouns Tell us more about yourself     W2's are now available! Get ready for tax season  Now open!  Nothing is currently open.	© Time • Time Sheet • Leave Balances Bates Faces Events management Schedule of Courses	<ul> <li>Compensation &amp; Benefits</li> <li>Pay</li> <li>Deductions History</li> <li>Direct Deposit</li> <li>Earnings History</li> <li>Pay Stubs</li> <li>Taxes</li> <li>Training/Development</li> </ul>
Bates			

The "Direct Deposit" screen will then open. It looks like the screen below. 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.



You are able to have your pay deposited to one account, or multiple accounts if you so choose. 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	🗏 Direct Deposit							
" 🎽 Gateway	Payroll:	Instructions						
Home	Bank Name Routing Number Account Number Account Type Priority Amount or Percent Status	Instructions						
Employees	Bank of America, IL Checking 100.00% Active	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.						
Events	- You can only have one active bank for Accounts Pavable, however you may use the same bank for both Pavroll and Accounts	REMOVE: To remove a bank from either section, select						
Shadowing	Payable only have one accive bank for Accounts regione, however, you may use one same bank for boar region and Accounts the bank name, then check inactivate, Save.							
Logout	Accounts Payable Deposit:	ADD: Enter the bank routing number and account information to add a new bank, Save.						
5	Bank Name Routing Account Account Status Note Number Number Type	YOUR NAME 123						
	Bank of America, IL Checking Active ** Account also used in Payroll Allocation.	1234 Main Street DATE						
	Add Bank:	ORDER OF						
	Bank Routing Number: *	DULLAKS						
	Account Number:*	10044032472 1000123456789 1123						
	Account Type: Saving	ROUTING ACCOUNT CHECK						
	Remaining Amount:	NUMBER NUMBER NUMBER						
	Amount or Percent T	Your account number is <b>NOT</b> the number on your debit card, check your banking app, or call your bank to get						
	Payroll Deposit:	this information.						
	Accounts Payable Deposit: * - indicates a required field.	Changes may not take effect immediately. Be mindful of when you change this information in relation to your						
	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.	pay day.						
Bates	[ FAQs 🕑   Review pay distribution   Payments & Reimbursements	Pay Stubs ]						

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.

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🛛 🎽 Gat	eway	Payroll:								Instructions
Home		Bank Name	Routing Nun	nber Account N	umber Accour	it Type	Priority Amount o	or Percent S	Status	
Employees		Bank of America, IL			Checkin	g	1 •	100.00% A	Active	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.
Events		- You can only have on	e active hank	for Accounts Pava	hle however vo	i may iise	e the same hank for	both Payroll a	and Accounts	REMOVE: To remove a bank from either section, select
Shadowing		Payable.								
Logout		Accounts Payable I	Deposit:							ADD: Enter the bank routing number and account information to add a new bank, Save.
		Bank Name R	outing umber	Account Number	Account Type	Status	Note			YOUR NAME 123
		Bank of America, IL			Checking	Active	** Account also us Allocation.	ed in Payroll		1234 Main Street Anywhere, ME 00000 DATE
		Add Bank								ORDER OF
		Bank Bouting Number:	*							DOLLARS
		Account Number:								1004032472 1000123456789 1123
		Account Tune:		Souing V						ROUTING ACCOUNT CHECK
		Remaining Amount:		Outing						NUMBER NUMBER NUMBER
		Amount or Bercent:			Percent ¥					Your account number is <b>NOT</b> the number on your debit
		Payroll Denosit:			I creent -					this information.
		Accounts Payable Deno	sit							Changes may not take offect immediately. Be mindful
			5101	-	* - india	ates a req	uired field.			of when you change this information in relation to your
		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.					pay day.			
					Save					
Rat	00									
Dal	<b>C</b> 3	[FAQs & P 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.