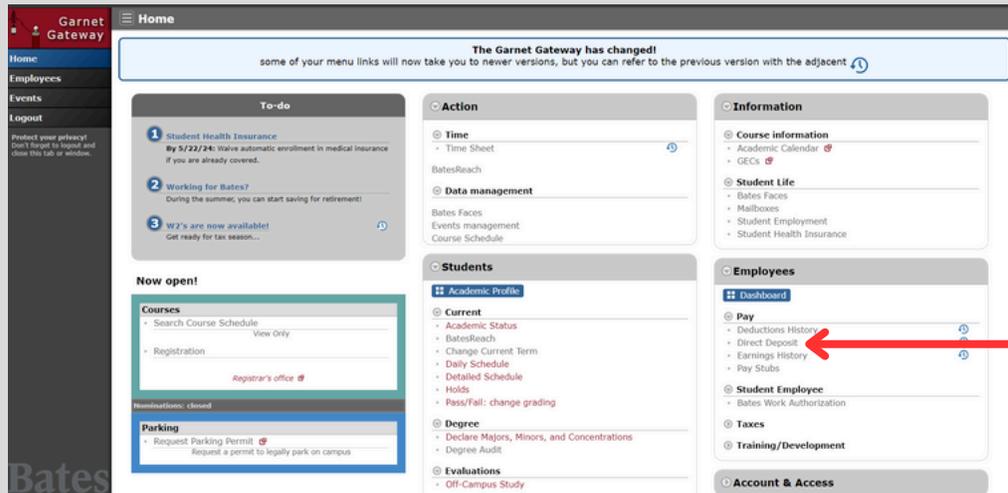
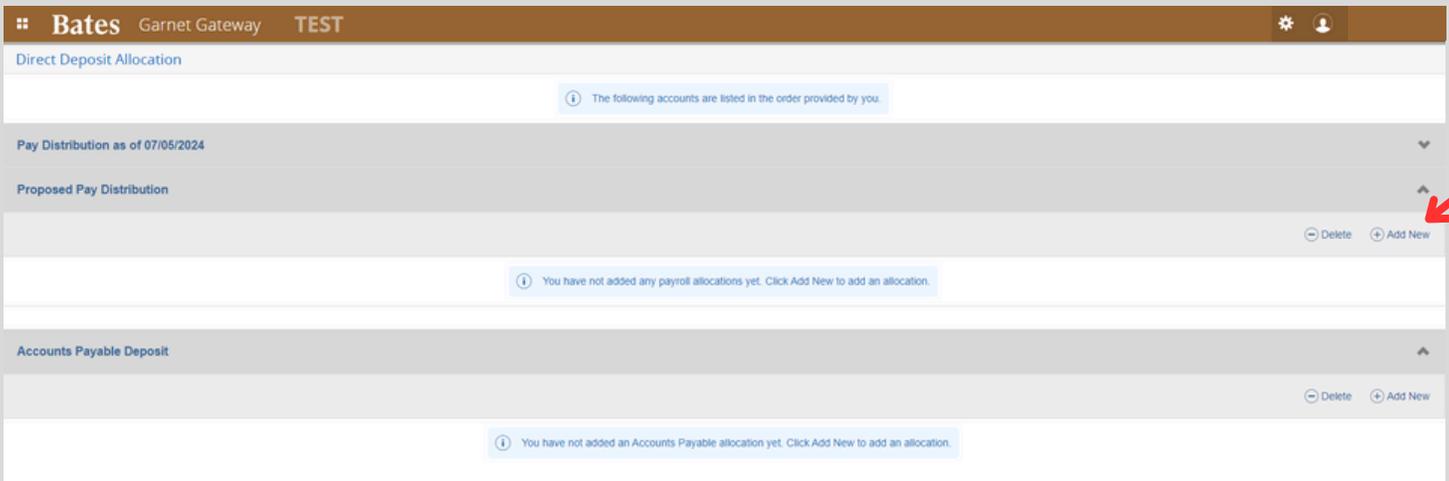


How to Set up Direct Deposit in Garnet Gateway



1. In Garnet Gateway find “**Direct Deposit**” under “Pay.” This is both on the home page and the Employees tab.

2. Select “**Add New**” to enter your banking information. Do the **Proposed Pay Distribution** section first.



3. Enter your Routing Number and Account number. Select whether it is a Checking or Savings account. Select “**Use Remaining Amount.**” Check off the agreement and “**Save New Deposit.**”

Before

The screenshot shows the 'Add Payroll Allocation' form. It has fields for 'Bank Routing Number' and 'Account Number'. Below these are fields for 'Bank Name', 'Account Type' (a dropdown menu), and 'Priority' (a dropdown menu). Under the 'Amount' section, there are three radio buttons: 'Use Remaining Amount' (selected), 'Use Specific Amount', and 'Use Percentage'. At the bottom, there is a checkbox for an agreement and two buttons: 'CANCEL' and 'SAVE NEW DEPOSIT'.

After

The screenshot shows the 'Add Payroll Allocation' form after completion. The 'Bank Routing Number' field contains '00000000' and the 'Account Number' field contains '00000000'. The 'Bank Name' field contains 'TD BANK, N.A. ME-04240'. The 'Account Type' dropdown menu is set to 'Checking' and the 'Priority' dropdown menu is set to '1'. The 'Use Remaining Amount' radio button is selected. The agreement checkbox is checked. The 'CANCEL' and 'SAVE NEW DEPOSIT' buttons are visible at the bottom.

4. Set up the **Accounts Payable Deposit** section. Click **“Add New.”**

Direct Deposit Allocation

The following accounts are listed in the order provided by you.

Pay Distribution as of 07/05/2024

Proposed Pay Distribution

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> TD BANK, N.A. ME-04240	xxxxx	xxxxxx	Checking	Remaining	1		Active

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

Accounts Payable Deposit

You have not added an Accounts Payable allocation yet. Click Add New to add an allocation.

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.

Cancel Changes Save Changes

5. Select **“Create from existing account information.”** Select the account you entered into **Proposed Pay Distribution.** Check the agreement, and hit **Save New Deposit.**

Add Accounts Payable Deposit

Choose an option:

Create from existing account information

TD BANK, N.A. ME-04240 ...1094

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.

Create new

CANCEL | SAVE NEW DEPOSIT

6. Once you see the green **“Saved Successfully,”** you are all set!

Direct Deposit Allocation

The following accounts are listed in the order provided by you.

Pay Distribution as of 07/05/2024

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
TD BANK, N.A. ME-04240	xxxxx	xxxxxx	Checking	

Proposed Pay Distribution

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> TD BANK, N.A. ME-04240	xxxxxx	xxxxxx	Checking	Remaining	1		Active

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new 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.

Cancel Changes Save Changes