# Self-Service – Banking Information

**Step 1:** Go to the AU Portal, https://ashlanduniversity.sharepoint.com/

**Step 2:** Click on Self-Service under Additional resources on the right-hand side of the screen:
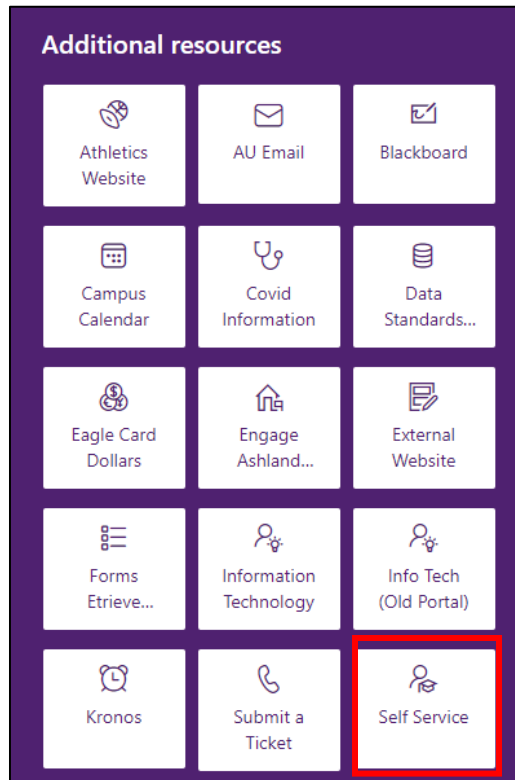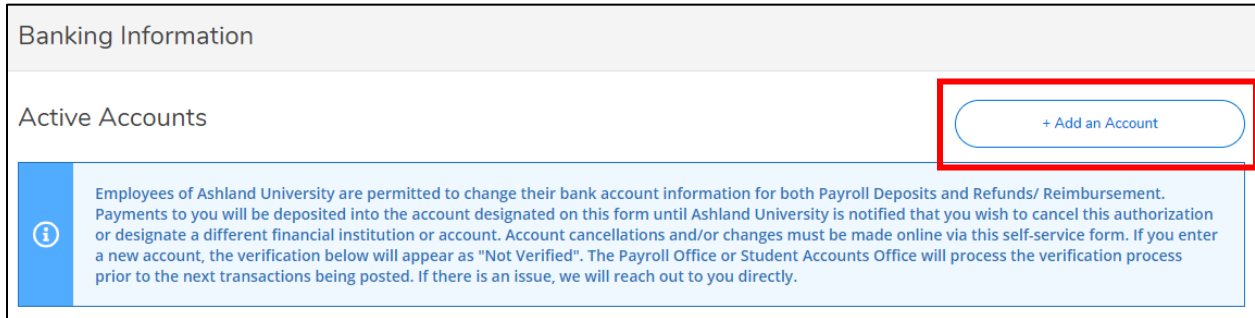


**Step 3**: Login to Self Service using your AU username and password. Click on "Banking Information":
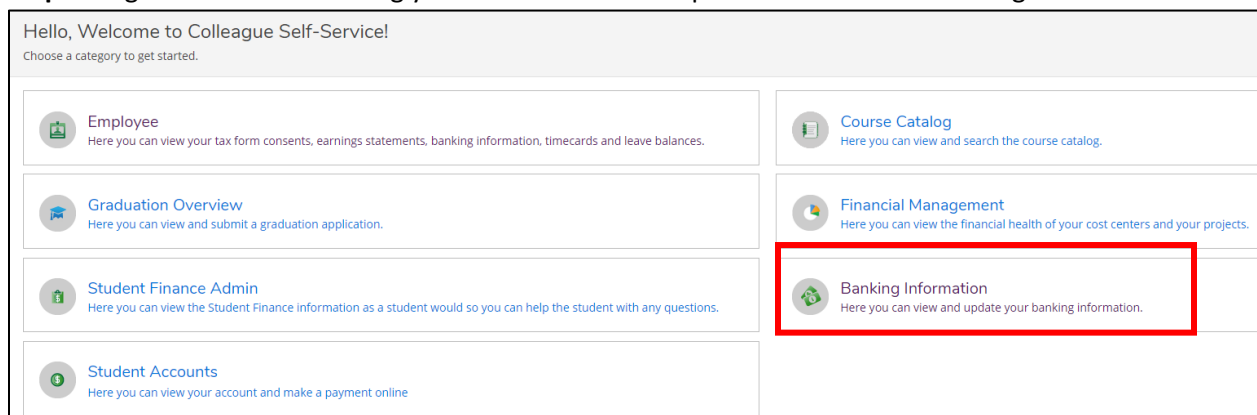


Here you will see the bank accounts on file for Payroll and for Accounts Payable (refunds, reimbursements).

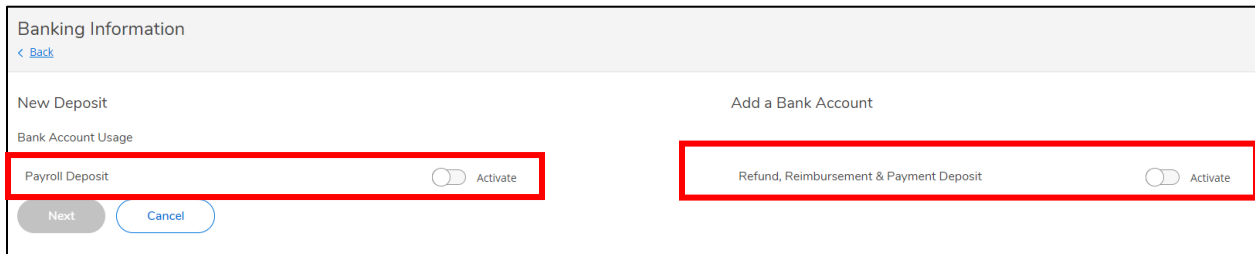**Step 4:** Click on "+ Add an Account" to add a new bank account.



**Step 5:** Click on "Activate" for each account that you would like to set up for either Payroll or Accounts Payable, refunds/reimbursements. You can do both at once but you will be setting up the same bank account for each department. If you want your payroll and your reimbursements/refunds to go to different bank accounts then you need to set them up individually.



Effective Date Payroll - To ensure that your paycheck does go to the new bank account you must enter the information into Self-Service at least one week, 7 days, prior to the pay date. If you enter in your new bank account less than 7 days prior to the pay day we can't guarantee that your check will go to the new account. If you have any questions please email the Payroll Office at au-payroll@ashland.edu

Deposit Details - If you would like to set up one account click on Entire Balance. If you would like to set up two or more accounts click on Specific Amount for the first or second account etc. and enter the amount in the box. For the last account click on remaining balance.

Then click on Next.

**New Deposit**

Bank Account Usage

| Payroll Deposit | 🔵 Activate |
|---|---|

**Effective Date**

5/1/2020

**End Date**

🔘 No end date

⚪ End on:    M/d/yyyy

ⓘ All persons wanting funds directly deposited into their bank account, must complete the enrollment process in Self-Service at least one week prior to their scheduled pay date. If you do not enroll by this deadline, your payment may not be deposited until the next processing date.

**Deposit Details**

Select the amount of your paycheck to be deposited

⚪ Entire Balance

🔵 Specific Amount

⚪ Remaining Balance

**Deposit Priority**

**Step 6:** Enter in an account nickname, country of bank, routing number, account number and select account type.

Account Nickname: All new bank accounts show as "New Account" unless you remove the "New Account" from the account nickname box or enter in a nickname. You can remove "New Account" from the account nickname box and leave it blank. By leaving the account nickname box blank the name of your bank will appear once you enter in your routing number.



Edit Bank Account Details

Bank One/Chase-Columbus        Account # ...3456

**Account Nickname**

My Checking Account        ✓

**Routing Number**

044000037

Bank One/Chase-Columbus

**Last Four Digits of Account Number**

...3456

Account Number – Please make sure to enter in all leading zeros with your account number if applicable.

Once you agree to the terms and conditions and hit submit you will receive an email confirming you have successfully submitted your banking information. The bank information will show as not verified. This is something that the University will do on our end. You do not need to do anything further.