

Sign Up for MSU Direct Deposit Online!

Step 1: Go to the MSU Website and Select the myState Link

It's simple and easy to find your MSU pay stub information online using the myState portal at <u>https://my.msstate.edu</u>/. Following this step-by-step guide gives you access to important financial information whenever and wherever you have a secure connection to the Internet.

1. Using your web browser, go to the MSU website at http://www.msstate.edu/ and click on the myState Link.



Step2: Log in to the MyBanner System

 After selecting myState link, your browser will take you to the MSU myState page where you will log in to the myBanner System. In the Secure Access Login area, enter your NetID and Net Password and click on the Login button.





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Step 3: Click on the Banner Tab

3. After successfully logging in to your MSU account, you will see this page. Once there, click on the Banner tab.

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← → C □ https://my.msstate.edu,	/	
STATE		
My Account Content Layout	eForms	myState Email/Calendar Groups Lo
Main Classroom Office Banner		Au
Personal Announcements 🔲 🖬 🗶		Green Fund
myState Polling 🛛 🖬 🖾	Welcome to your STATE	Email

Step 4: Click on the Direct Deposit Bank Information Link

4. Under the MyBanner for Employees section, look in the Personal Information column on the right-hand side of the page. Click on the Direct Deposit Bank Information link.

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MyBanner For Studer MyBanner For Emplo	nts yees			
Benefits and	Pay Information	Tax Forms	Employment Verification	Personal Information
Jeductions lealth Insurance lealth Insurance lealthe Benefits discellaneous Open Enrollment lenefit Statement	Earnings Instory Pay Stub Deductions History Nine Month Faculty Pay Distribution Agreement	W-2 Year End Earnings Statement Mississippi Employee's Withholding Exemption Certificate Time Off Current Balances and History	General Employment Venfication General Employment Venfication Military Veterans Data	Uncen rund Online Voting Update Your Directory & Address Informati Parking Appeals and Citation Information View Your Billing Statement View Your Account Detail Make An Online Payment (may need to al pop-ups) Unbilled Lab Printing View Your MSU ID Number MSU Direct Deposit Bank Information Student Refund Direct Deposit Update Your Marcon Alert Information Foundation Direct Deposit Bank Informatio Update Your Ethnicht & Race Email Options Verification of Faculty & Teaching Credenti



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Step 5: Create Your Direct Deposit Account

5. On the Banking Information page, select the Create option for Payroll. That link is located on the right-hand side of the webpage.

Personal Information Studen	ts Employees						
Search	Go						SITE MAP HELP
Banking Informatio	n						
Distribution Type	Bank Name	Account Nun	nber Account Ty	ype Status			
Payroll	None	None	None	None	Create		
Student Account/Travel	None	None	None	None	Create		
Back to Personal Information							

Step 6: Enter Your Banking Information and Submit

6. Enter your bank routing number, account number, and account type to set up bank account information for payroll direct deposit. Once that information is set. Click the Submit button. If you have questions, please read <u>MSU's Direct Deposit Frequently Asked Questions</u>.

Back to Banner Tab						Email/Calendar Groups
Personal Informa	tion Students Employee	5				SITE MAP HELP
Current Payro	ll Direct Deposit Info	rmation:				
Bank Name	Bank Routing Nun	iber Account N	umber Account	Type Status		
Please mak your debit cause your	e sure that you input card. The numbers on refund to be returne	your checking the front of yo I to MSU and th	account number ur debit card do nus delay your a	r or savings acco) NOT represent access to the refi	ount number and NOT the bank account numb und.	e number that appears on the front of per. Using the debit card number will
Account Numb Account Type: (Submit)	er: Checking 🖵	5120* 	015372840153428	5678 		
		Your 9-dig bank ABA routing ne	alt Your bank account number			



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Step 7: Is Your Banking Information Correct?

7. If your banking information is correct on this page, click Submit. If you need to make changes, select the Back button. The sign-up process for direct deposit is complete when you click Submit. Thank you!