

Non-Payroll Employee Direct Deposit

Administrative Services, in an effort to save time, money and paper, is please to present a direct deposit option for all employee payments other than payroll. Beginning April 6, 2009, employees can sign up for direct deposit of travel advances, travel reimbursements and all other expense reimbursements.

Enrollment is simple and secure through my.csufresno.edu. Sign in, select Employee Self Service and the menu option Non-Payroll Employee Direct Deposit, and complete the four-step process (entering bank routing number, bank account number, accept the Terms and Conditions, then Submit).

Once enrolled, all future advances or reimbursements will be posted to the specified bank or credit union account, usually within one business day. Enrollees will be notified of every direct deposit via Fresno State e-mail. The direct deposit authorization will remain in effect until the employee cancels the authorization by returning to the Non-Payroll Employee Direct Deposit web site and selecting the inactivate option.

Beginning May 1, 2009, the campus will no longer distribute employee advance and reimbursement checks on campus. Those checks will instead be mailed to the employee's home address. Additionally, employee advance and reimbursement checks will be processed only twice a month, on the 15th and on the last day of the month.

Direct deposit transactions will be processed daily.

If you have any questions about non-payroll employee direct deposit, please call Monica Shackelton at 278-6680.