



Setting up Direct Deposit

Drake requires all employees to be paid via Direct Deposit. See below for instructions on how to set up Direct Deposit using Self Service.

1. First, log into my.drake.edu and go to the Human Resources section, click on the Employee Dashboard link. For instructions on accessing myDrake, see [Using myDrake for Faculty & Staff \(How-to\)](#).

NOTE: Multi- Factor Authentication (MFA) is required to view or change employee information. For assistance, see the [MFA guides](#) in the IT Service portal.

2. Second, access Self Service Employee Dashboard/Direct Deposit Allocation

- 9 Once you are on the Employee Dashboard screen, click Direct Deposit Information . This will take you to the Direct Deposit Allocation Screen.
- 9 On the Direct Deposit Allocation Screen, you have two options. To set up your paycheck to Direct Deposit, select Add New in the Proposed Pay Distribution section.

NOTE: The Accounts Payable Deposit section is to designate an account for any reimbursement payments and should not be used for setting up pay checks for direct deposit.

The screenshot displays the Drake University Employee Dashboard. At the top, the Drake University logo is visible. Below it, the text 'Employee Dashboard' is shown. The main content area includes a profile picture of a bulldog, the name 'Griff McGriffin, II', and 'Leave Balances as of 07/30/2022'. There are sections for 'Pay Information', 'Latest Pay Stdu: 07/30/22', and 'Benefits'. A red circle highlights the 'Direct Deposit' link in the 'Pay Information' section.

