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 Sservice portal.

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

   - Once you're on the Employee Dashboard screen, click Direct Deposit Information. This will take you to the Direct Deposit Allocation Screen.
   - 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.