SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

Student Employment
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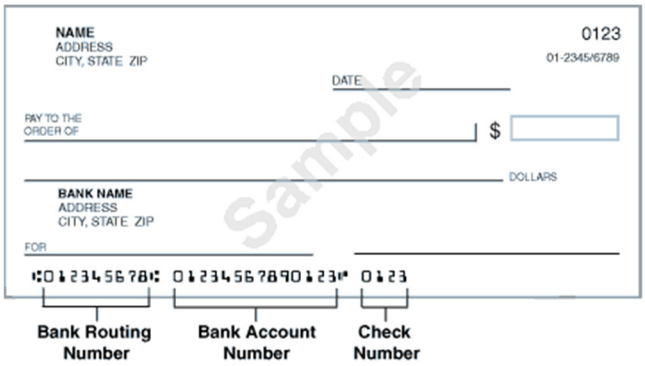
Direct Deposit Information

Beginning November 1, 2017, student employees will no longer be able to fill out a paper direct deposit allocation form. Student employees must set up their direct deposit via CougarNet. Instructions for setting up direct deposit via CougarNet are below:

1. Log in to CougarNet.
2. Click the Employment button.
3. Click the Pay Information button.
4. Click the Direct Deposit Allocation Link.
5. Click the Update Direct Deposit Allocation link near the bottom of the screen.
6. Fill in your bank information, select whether your account is Saving or Checking, and enter the amount or percent you wish to have entered in that account. You can set up multiple accounts for your direct deposit. Your routing number can be found at the bottom left corner of your check as demonstrated on the sample check below. If you do not have checks, contact your bank or search your bank's website to find the routing number.



7. Click Save to finish.

Please note that it can take a couple weeks to finalize changes to your direct deposit information. You may receive one or two paper checks after changing your information. If you close an account that is set up for direct deposit, please inactivate it in CougarNet as soon as possible to avoid delays in your pay.

To inactivate or change the amount of your direct deposit in Cougarnet, follow steps 1-4, then click the name of your bank to view details. To change the amount, enter the new amount or percentage you wish to have deposited and click save. To inactivate the account, check the box for Inactivate and click save.

If you have questions regarding your direct deposit, please contact Payroll in the Human Resources office.