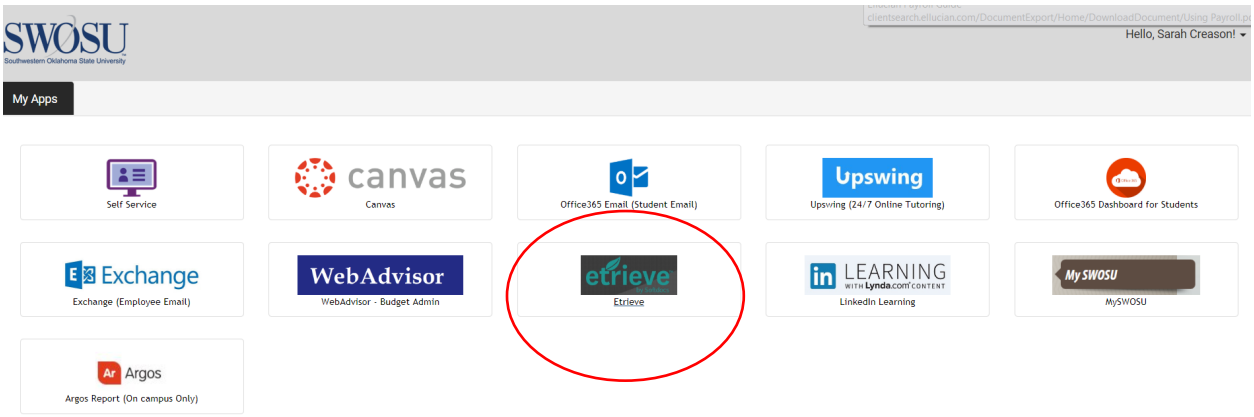
To Add/Change/Remove Employee Direct Deposit Information at SWOSU on Etrieve

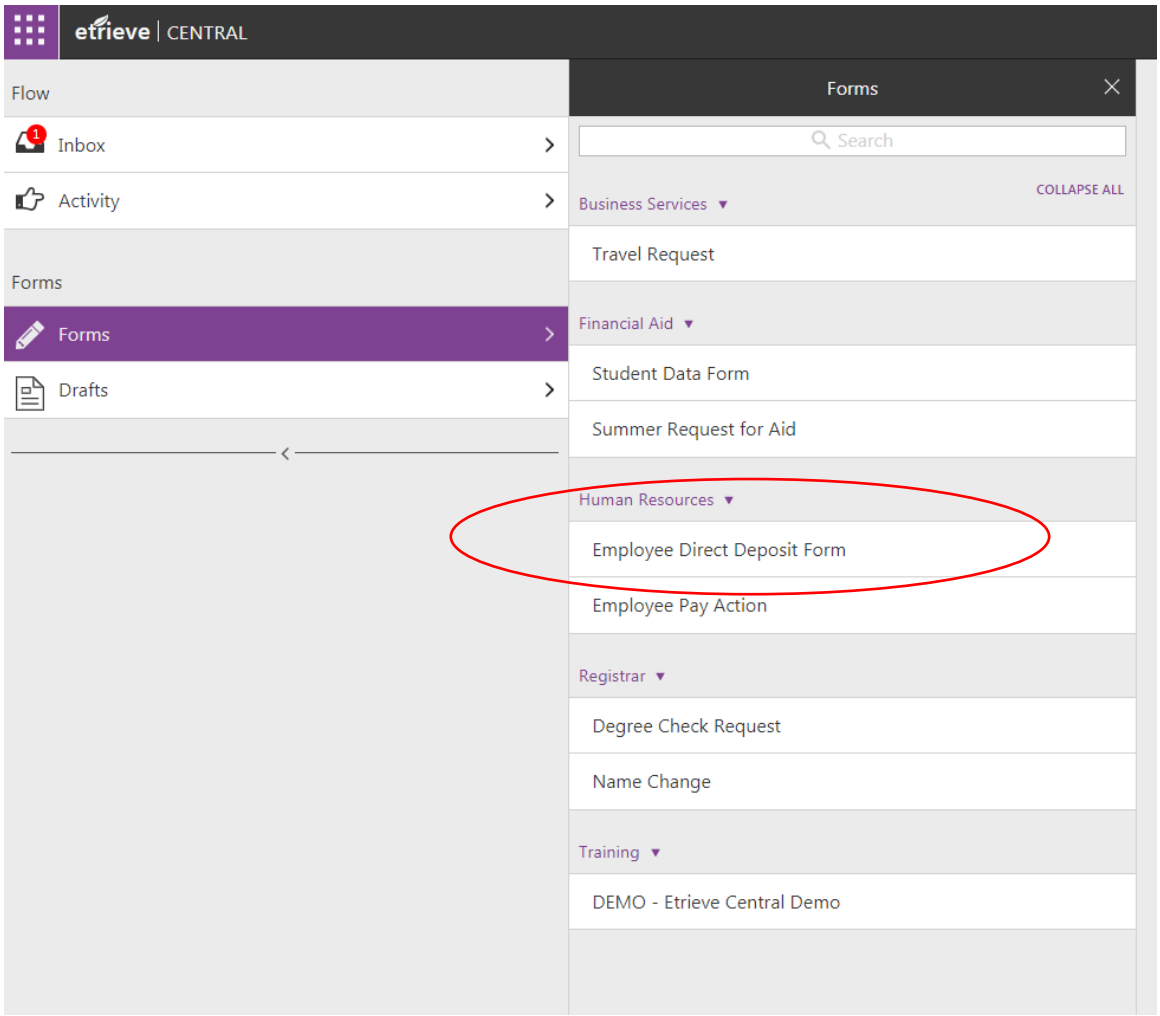
Step 1: [Login: Single Sign On]

Step 2: Click Etrieve

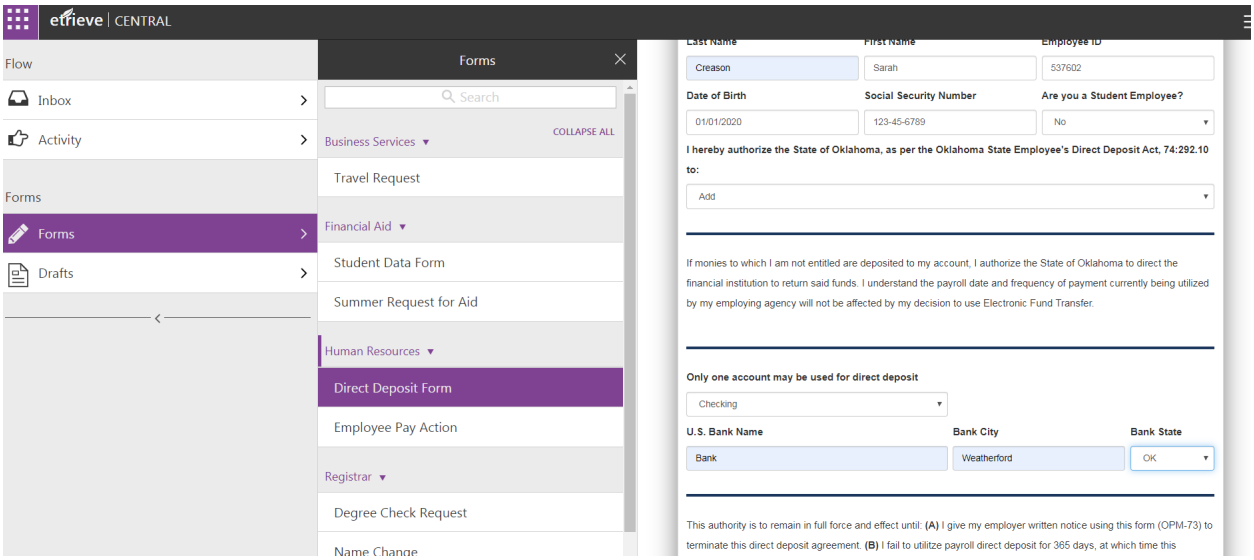


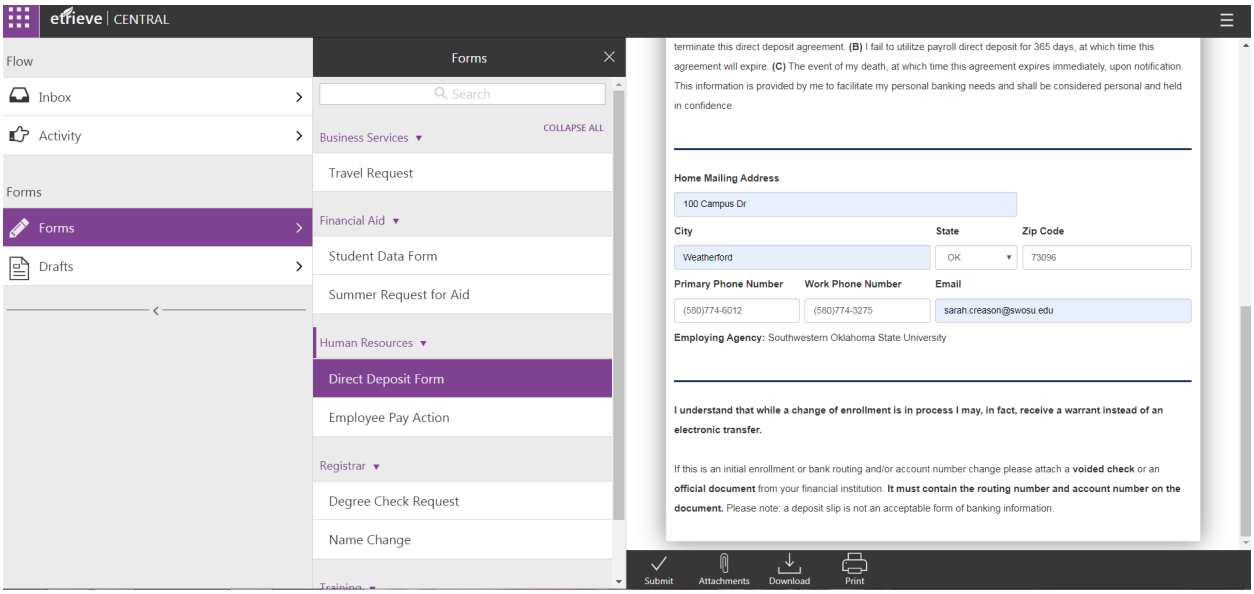
Step 3: Click on Forms

Step 4: Click on Employee Direct Deposit Form under the Human Resources section (You will have more or less forms to choose from depending on your job function)



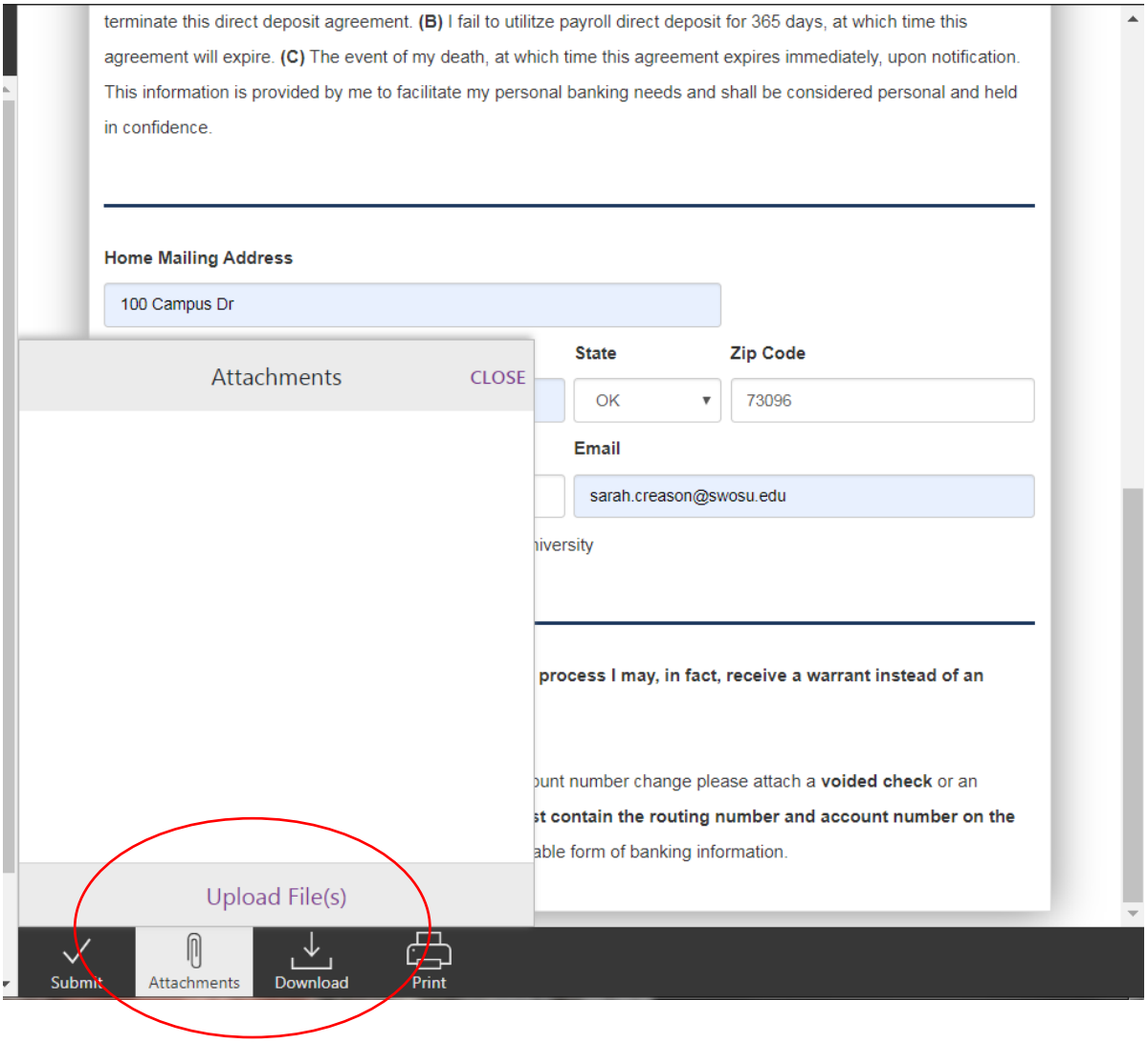
Step 5: Complete the form. All boxes need to be completed. (The City and State for the bank location should be the location where you are the most active at. If this is an online bank with an unknown location, it can be left blank.)

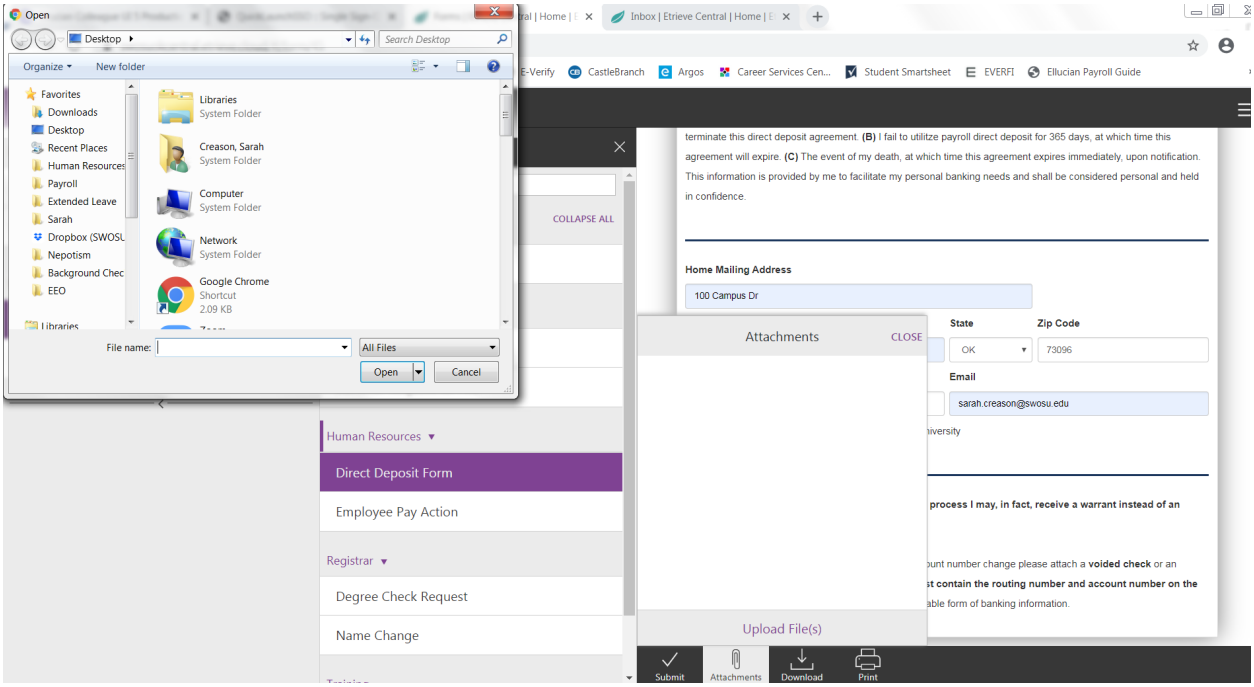




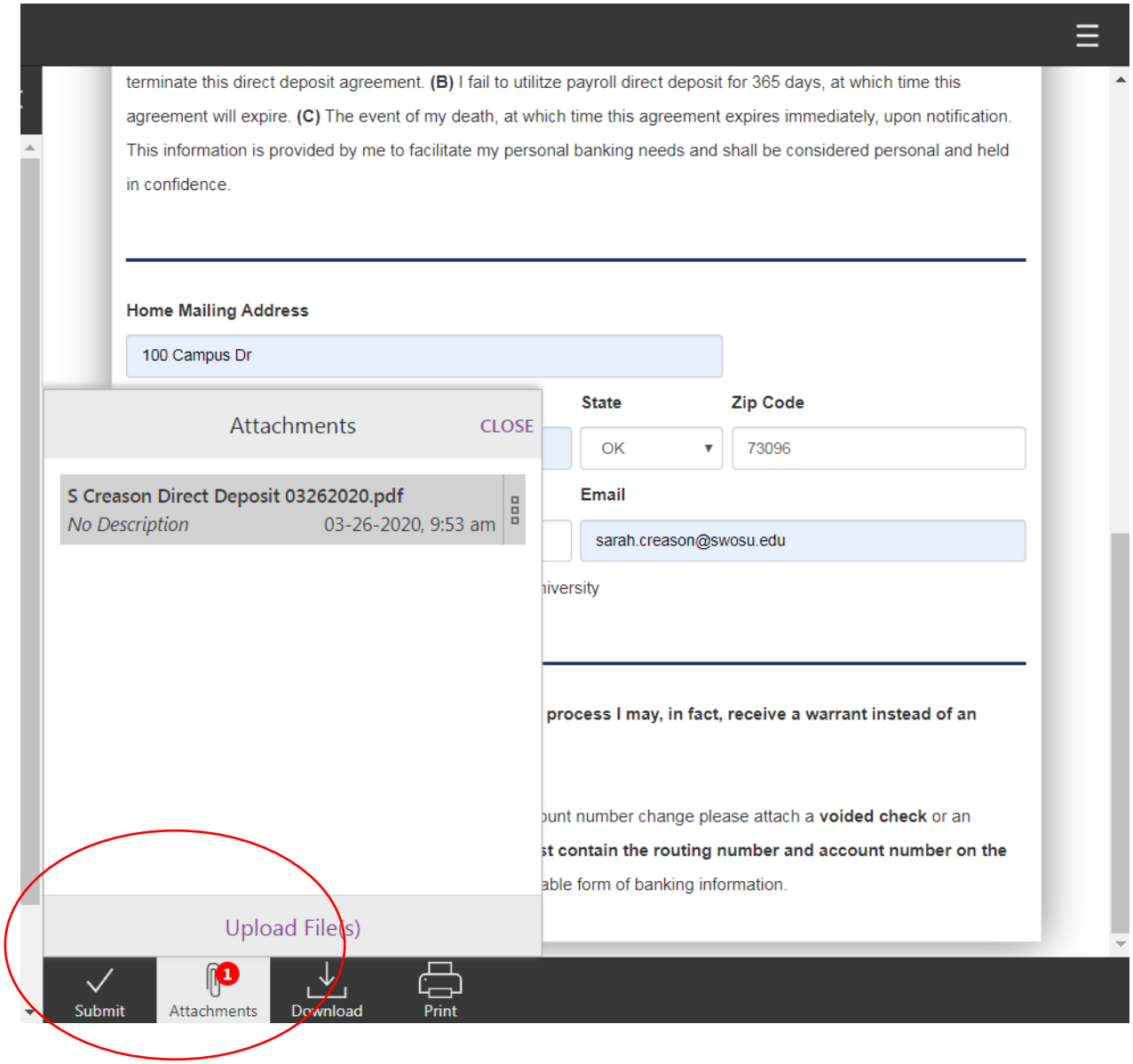
Step 6: An attachment will need to be added to show proof of the banking information. This could be a voided check, a membership card (typically the size of a business card), or something with the bank's letterhead with the routing number and account number on it. (Please note: a deposit slip will not be accepted.) Also note, it will need to be in either a .jpg, .tif, .pdf, .xps, .jpeg, .png, .tiff, .bmp, .gif. (a picture from a cell phone will work).

To upload an attachment, first click "Attachment" and then click "Upload File(s)". A box will pop up for you to select the document to upload.

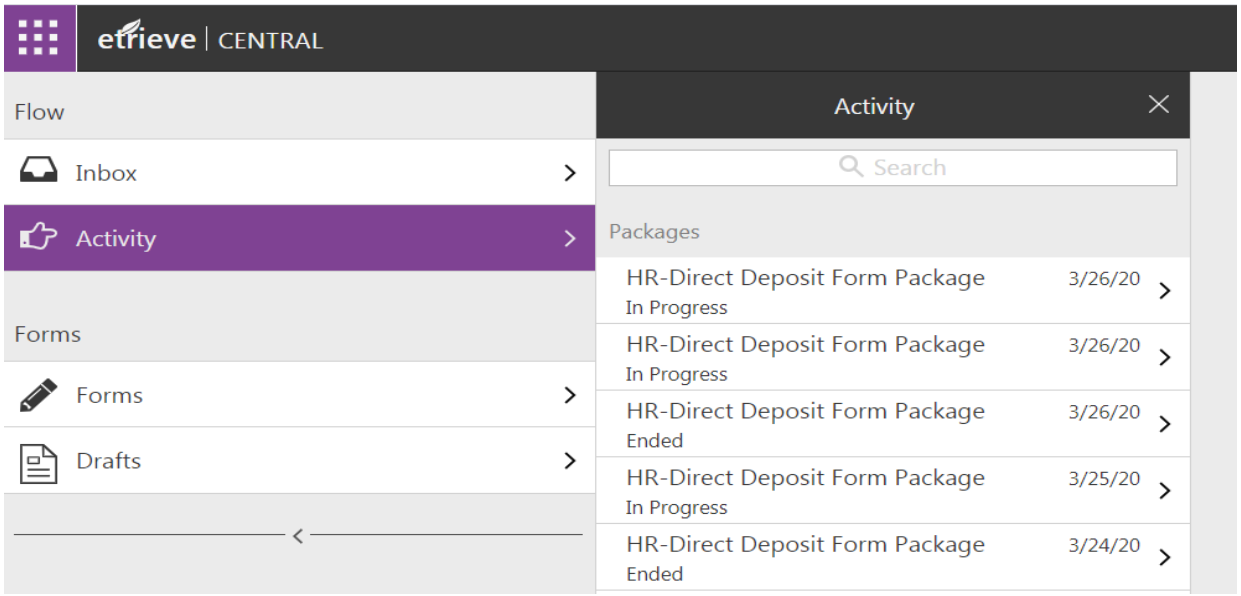




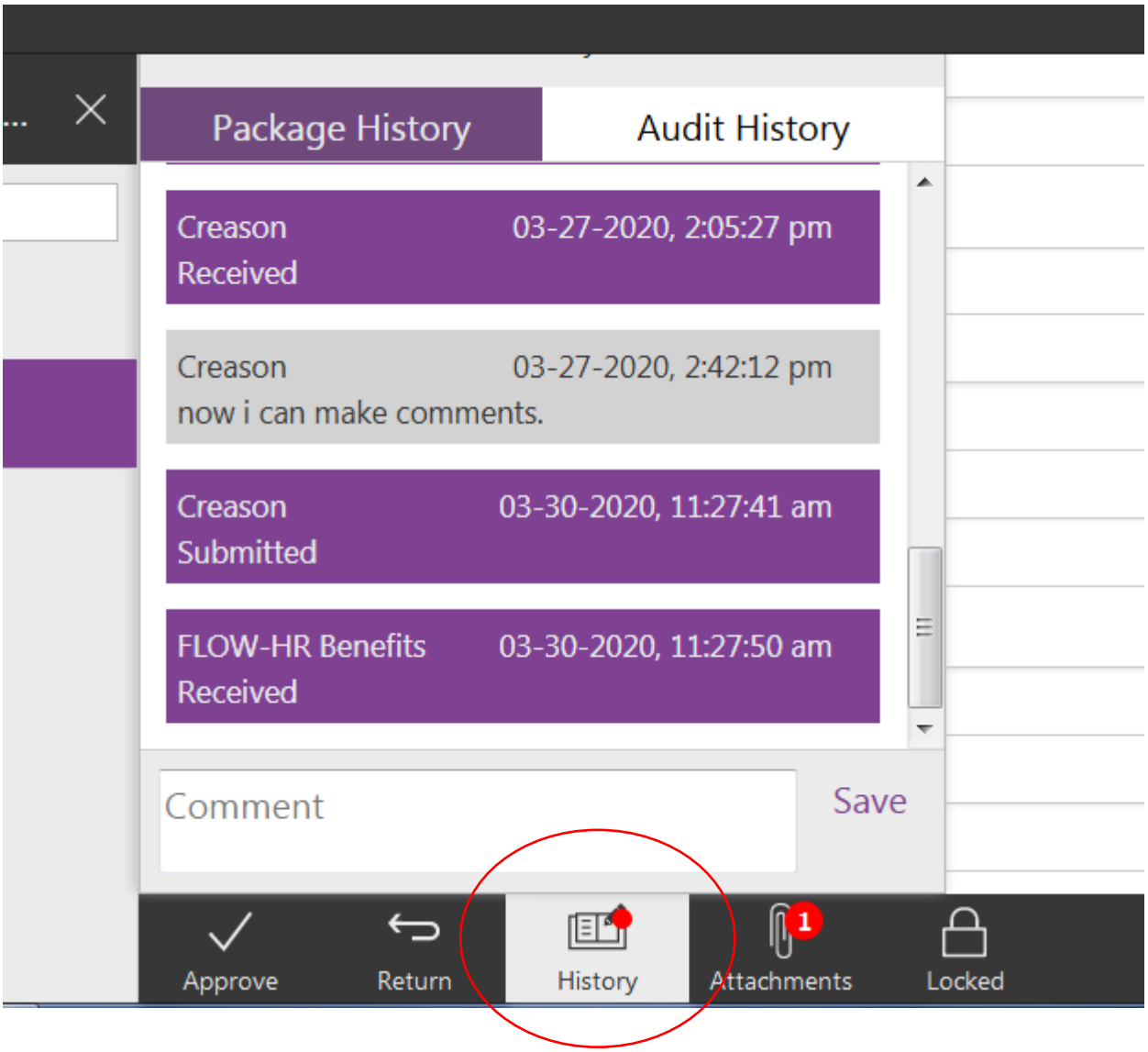
Step 7: Once the document has been attached, (The attachment is successfully attached by the 1 circled in red). Click the checkmark “Submit”.



Once the form has been submitted, you can click on “Activity” to see the status of the direct deposit.



If an error is found on the form, it will be sent back to the person who originally submitted the form. If this happens, there will be a red dot on the history tab. If you click on the history tab, it will show you the comments on why it was sent back.



Comments can be added when the history button appears. To add a comment, click on the history icon and the comment/history box will appear. You will only have access to submit a committ when the form is assigned to you. You will always be able to view comments on the form under “Activity.”

Once your form has been submitted and processed, you will receive an email advising the form is complete. (This could be days later since multiple departments have to process the form).

Fri 3/27/2020 10:54 AM

etrieve@swosu.edu

Etrieve Flow Notification

To Creason, Sarah

The workflow package 'HR-Direct Deposit Form Package' containing a document submitted by you has been processed.

To access it, please click here.

Disclaimer: Even when an email is received that the direct deposit has been approved, does not guarantee that it will be done on the current payroll. It can take 1-2 payrolls for the direct deposit to be added/changed/removed.

Questions? Please contact:

Employees (Adjuncts, Faculty, Staff) –

Carol Sides – HR – 580.774.3071
Heather Rhodes – Payroll – 580.774.7048
LaDonna Lucus – Payroll – 580.774.3224

Graduate Assistants –

Sarah Creason – HR – 580.774.6012
Heather Rhodes – Payroll – 580.774.7048

Student Employees –

Katy Stubbs – HR – 580.774.3275
Pam Burton – Payroll – 580.774.3221