

Direct Deposit Instructions

1. Access the Employee Self Service Web site www.state.mn.us/employee
2. Sign in with your state User ID. (Call HR to receive this number). Deposit information must be entered by: _____.
3. Select Other Payroll
4. Select Direct Deposit
5. On the **Direct Deposit Page**, click the Add Account Button
6. In the **Account Type** Field, select the type of account.
7. In the **Transit Number** field, enter the ID number of the Financial Institution. The transit number is a nine-digit number that identifies a financial institution in the Federal Reserve System. The number is usually the first nine digits of the code printed at the bottom of a check or deposit slip.
8. In the **Account Number** field enter the checking or savings account number of the account to which pay is to be distributed. The account number usually follows the transit number.
9. In the Deposit Type field, select the type of deposit.
10. In the **Amount/Percent field**, choose the amount or percent of net pay to be distributed.
11. In the **Priority field**, enter the priority for each account.
12. SAVE
13. If a message displays, read the message and click the OK button.