



Finance & Administrative Services
Office of Accounting Services
Payroll

SIGN UP FOR DIRECT DEPOSIT ON LINE

Employees can now sign up for direct deposit on line through PAWS. While the option to sign up by manually completing an authorization form still exists, the PAWS application is much more expeditious. The direct deposit information can be processed while employment paperwork is routing through the approval process. Many times the approved personnel documents arrive with the direct deposit authorization attached, which does not allow sufficient time to process the direct deposit information prior to the first payment. This means the first payment must be issued as an actual check rather than via direct deposit, which will delay the receipt of funds by the employee as all checks are mailed to the employee's payroll address.

In addition to salary payments, employees may also elect to have other University payments such as travel reimbursements direct deposited as well.

Sign up for direct deposit on line using the instructions below:

- 1) Using your Internet browser software, such as Netscape or Internet Explorer, open the LSU home page at <http://www.lsu.edu>.
- 2) From the LSU home page, click on the **PAWS** link located on the navigational menu bar in the upper left-hand side of the page.
- 3) Once you reach the **PAWS** page (which can be accessed directly at <http://paws.lsu.edu>), click on the **Logon to PAWS** box located at the upper left-hand side of the page.
- 4) You will then be prompted to enter your PAWS logon ID and your password.
- 5) Once you have successfully logged in and are presented with your **PAWS** desktop, select the option **Financial Services**, then click **Direct Deposit**.
- 6) Complete the **financial institution routing number** and your **account number**. Both numbers are printed on the bottom of your checks.
- 7) Select **authorization**, then **submit**.