**Direct Deposit Information**

Direct Deposit is offered at the University to any bank of your choosing, with the exception of International Banks as they require special handling. Any savings, checking, money market, credit union, etc. account that accepts ACH (Automated Clearing House) electronic transactions can be set up as a direct deposit account for your paycheck.

USF encourages the use of Direct Deposit by all employees.

Employees enrolled in Direct Deposit, will not receive a printed pay stub, this information can be accessed through GEMS Self Service. Step by step instructions are available for accessing Gems Self Service (there is a link with instructions on the About Your Paycheck page). Employees without access to a computer may ask their supervisor to print it for them or there is a kiosk in the UCO Payroll Office – SVC0077.