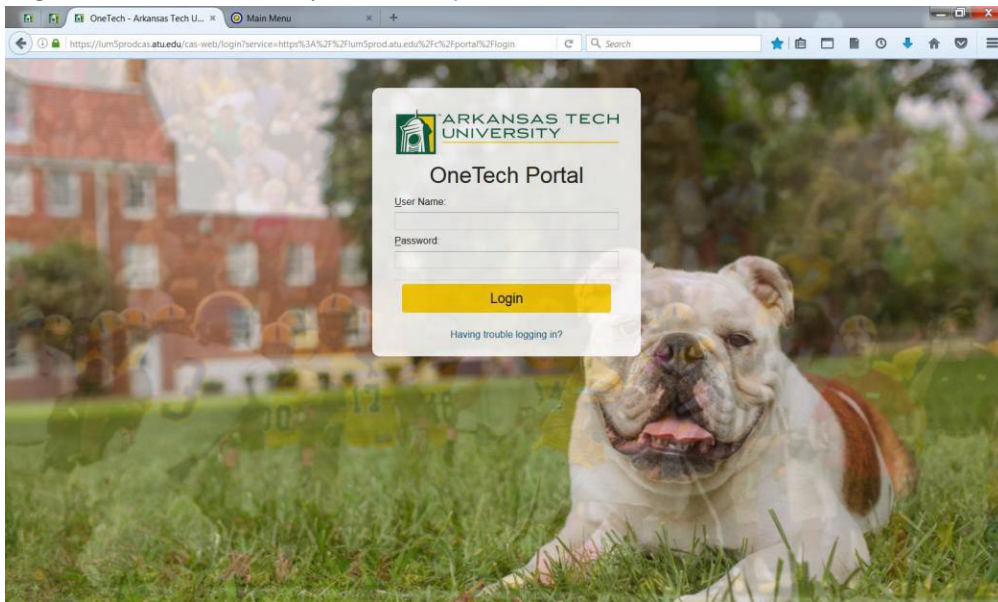


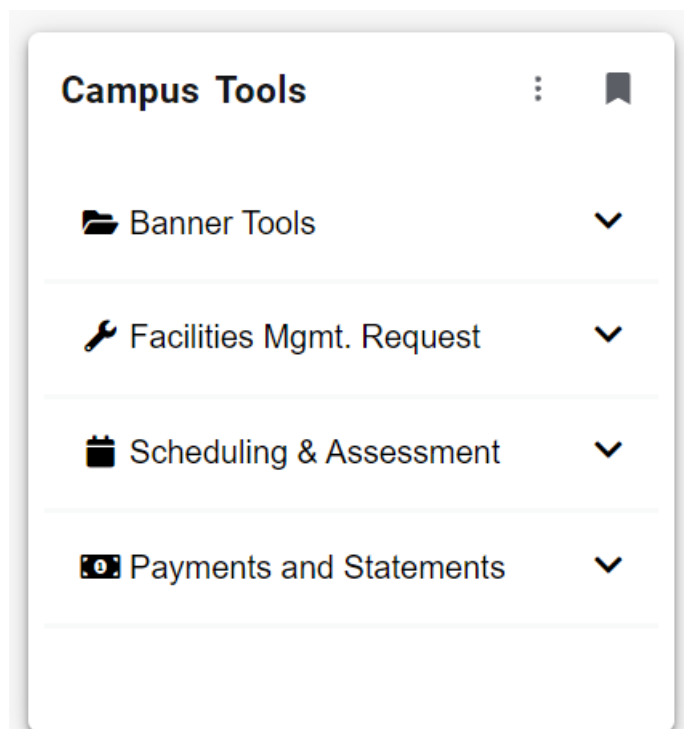
Accounts Payable Direct Deposit Reimbursement Enrollment

The Controller's Office is excited to announce the option for employees to receive travel reimbursements by direct deposit instead of a check. Simply follow the steps below to enroll:

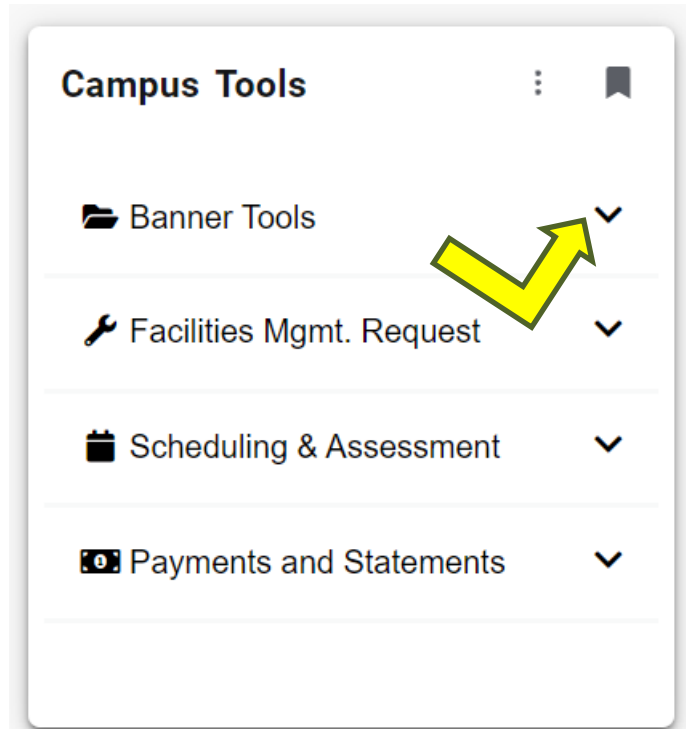
1. Log on to ATU's OneTech portal at <https://onetech.atu.edu>:



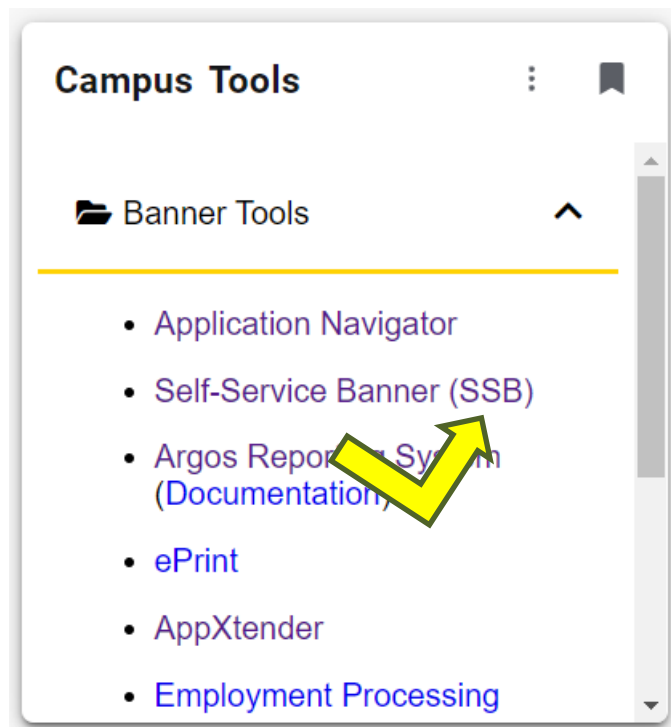
2. Find the Card titled Campus Tools:



3. Click the drop down titled Banner Tools:

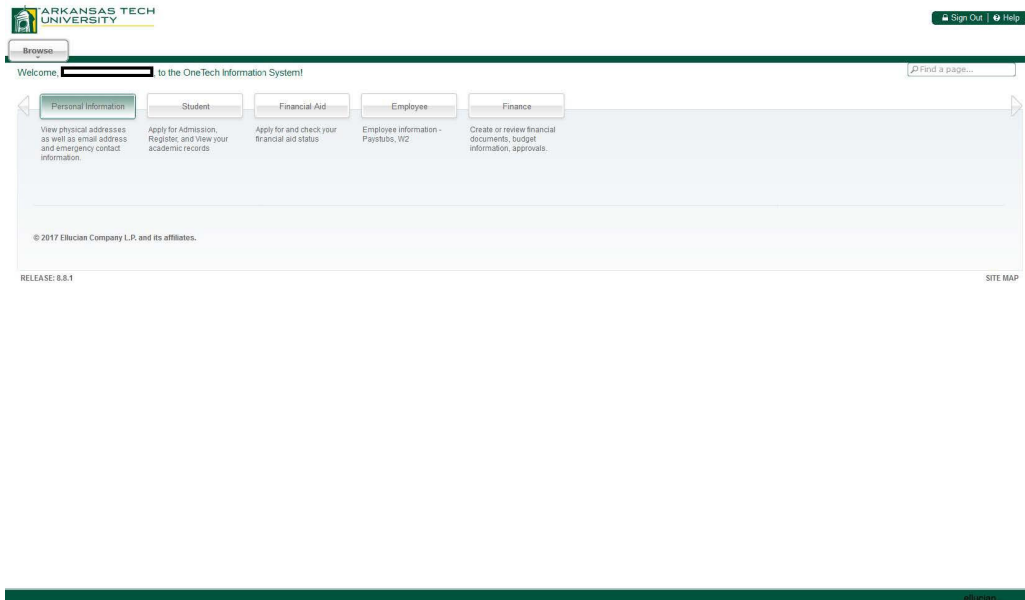


4. Click Self-Service Banner (SSB)

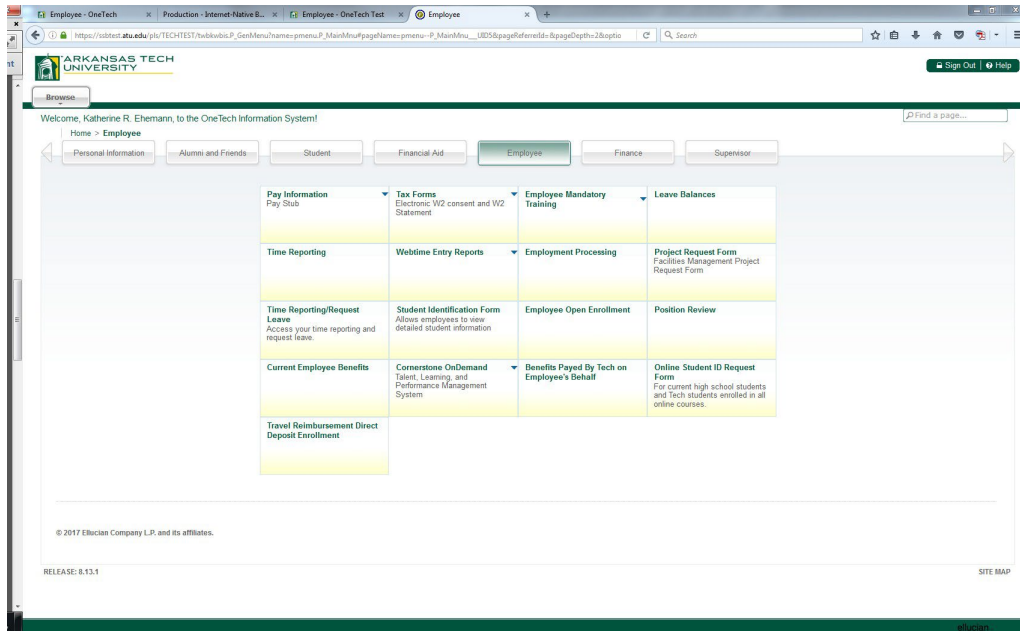


5. Click on "**Employee**" located on the left-hand navigation menu, and then click on "**Self-Service Banner**":

6. You will be directed to the page below.



7. Click on the Employee tab located at the top – It should look like the following:



8. Now click on the Travel Reimbursement Direct Deposit Enrollment.

Arkansas Tech University OneTech Employee portal. The 'Employee' tab is selected. The 'Travel Reimbursement Direct Deposit Enrollment' link is highlighted in orange at the bottom left of the grid.

9. The yellow message bar displays your current direct deposit enrollment. To enroll in direct deposits for Accounts Payable employee travel reimbursements, choose one of the accounts listed and Submit.

If you do not have an active direct deposit account listed or you would like AP travel reimbursements to go to a new account, you will need to enroll by completing the form located at <https://www.atu.edu/controller/forms.php>

Travel Reimbursement Direct Deposit Enrollment

If you are currently enrolled in direct deposit for Payroll, you can now elect to receive travel reimbursement via direct deposit using this portal. Simply select the account of your choosing from the list below.

IMPORTANT

- If you are NOT currently enrolled in direct deposit for payroll, please select the A/P Direct Deposit Authorization form link and follow the instructions.
- If you ARE currently enrolled in direct deposit for payroll, BUT would like to use a different account than those listed below, please select the A/P Direct Deposit Authorization form link and follow the instructions.

If you have any questions, please contact the Controller's Office at 968-0307.

You are currently enrolled in direct deposit for Payroll. If you wish to receive travel reimbursements to a different account, please fill out the [AP/Travel Direct Deposit Authorization Form](#) and return it to Accounts Payable.

☐ I wish to **elect into** receiving travel reimbursements via direct deposit into my account ending in ****


☐ I wish to **elect into** receiving travel reimbursements via direct deposit into my account ending in ****

☐ I wish to **elect into** receiving travel reimbursements via direct deposit into my account ending in ****

Submit

10. After submitting, the screen will show your current enrollment in the yellow message bar. This completes your enrollment through the OneTech Portal.

If you didn't choose one of the listed accounts and are required to complete the form, please return the completed form and a voided check to Accounts Payable.



Sign Out

Browse

[Personal Information](#) | [Alumni and Friends](#) | [Student](#) | [Financial Aid](#) | [Employee](#) | [Finance](#)

Find a page...

Travel Reimbursement Direct Deposit Enrollment

Home > Employee > Travel Reimbursement Direct Deposit Enrollment

Travel Reimbursement Direct Deposit Enrollment

If you are currently enrolled in direct deposit for Payroll, you can now elect to receive travel reimbursement via direct deposit using this portal. Simply select the account of your choosing from the list below.

IMPORTANT

- If you are NOT currently enrolled in direct deposit for payroll, please select the A/P Direct Deposit Authorization form link and follow the instructions.
- If you ARE currently enrolled in direct deposit for payroll, BUT would like to use a different account than those listed below, please select the A/P Direct Deposit Authorization form link and follow the instructions.

If you have any questions, please contact the Controller's Office at 968-0307.

You are currently enrolled in direct deposit for travel reimbursements. You may choose to opt-out from receiving travel reimbursements via direct deposit below.

☐ wish to opt-out from receiving travel reimbursements via direct deposit into my account ending in ****

Submit