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:

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OneTech Portal			100
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2. Click on "Employee" located on the left-hand navigation menu, and then click on "Self-Service Banner":



3. You will be directed to the page below.

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me,	, to the OneTech Inform	mation System!			P Find a page
Personal Information	Student	Financial Aid	Employee	Finance	
View physical addresses as well as email address and emergency contact information.	Apply for Admission, Register, and View your academic records	Apply for and check your fir ancial aid status	Employee information - Paystubs, W2	Crate or trainer Francisal desaments budget information, approvals.	
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4. Click on the Employee tab located at the top – It should look like the following:

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Welcome, Katherine R. Ehemann, to the OneTech Infor	mation System!				₽ Find a	page
Home > Employee						
Personal Information Alumni and Friends	Student	Financial Aid En	nployee Finance	Supervisor		
	Pay Information Pay Stub	Tax Forms Electronic W2 consent and W2 Statement	Employee Mandatory	Leave Balances		
	Time Reporting	Webtime Entry Reports	Employment Processing	Project Request Form Facilities Management Project Request Form		
n	Time Reporting/Request Leave Access your time reporting and request leave.	Student Identification Form Allows employees to view detailed student information	Employee Open Enrollment	Position Review		
	Current Employee Benefits	Cornerstone OnDernand Talent, Learning, and Performance Management System	Benefits Payed By Tech on Employee's Behalf	Online Student ID Request Form For current high school students and Tech students enrolled in all online courses.		
	Travel Reimbursement Direct Deposit Enrollment					
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RELEASE: 8.13.1						SITE MAP
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5. Now click on the Travel Reimbursement Direct Deposit Enrollment.

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Home > Employee								
Personal Information Alumni and Friends	Student	Financial Aid En	Finance	Supervisor				
	Pay Information Pay Stub	Tax Forms Electronic W2 consent and W2 Statement	Employee Mandatory	Leave Balances				
	Time Reporting	Webtime Entry Reports	Employment Processing	Project Request Form Facilities Management Project Request Form				
	Time Reporting/Request Leave Access your time reporting and request leave.	Student Identification Form Allows employees to view detailed student information	Employee Open Enrollment	Position Review				
	Current Employee Benefits	Cornerstone OnDemand Talent, Learning, and Performance Management System	Benefits Payed By Tech on Employee's Behalf	Online Student ID Request Form For current high school students and Tech students enrolled in all online courses.				
	Travel Reimbursement Direct Deposit Enrollment							
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RELEASE: 8.13.1							SITE MAP	

6. The yellow message bar displays your current direct deposit enrollment. To enroll in direct deposits for Accounts Payable employee travel reimbursements, choose <u>one</u> 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

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Personal Infor	mation Alumni and Friends Student Financial Aid Employee Finance	P Find a page
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Travel Reimbu	ursement 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 payroli. please select the A/P Direct Deposit Authorization form link and follow the instructions.	
 If you ARI 	E currently enrolled in direct deposit for payroll, BUT would like to use a different account than those listed below, please select the AP Direct Deposit Authorization form link and follow the instructions.	
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7. 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 Payble.

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Personal Information Alumni and Friends Student Financial Aid Employee Finance	P Find a p
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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.	
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IMPORTANT	
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If you have any questions, please contact the Controller's Office at 968-9307.	
You are currently enrolled in direct deposit for travel reimbursements. You may choose to opt-out from receiving travel reimbursements via direct deposit below.	