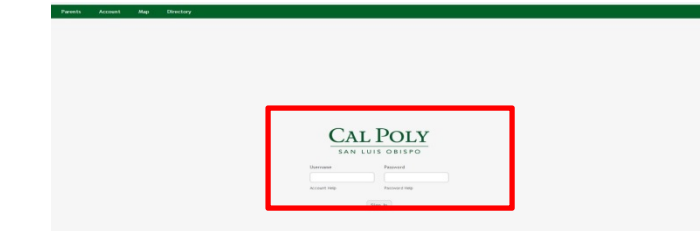


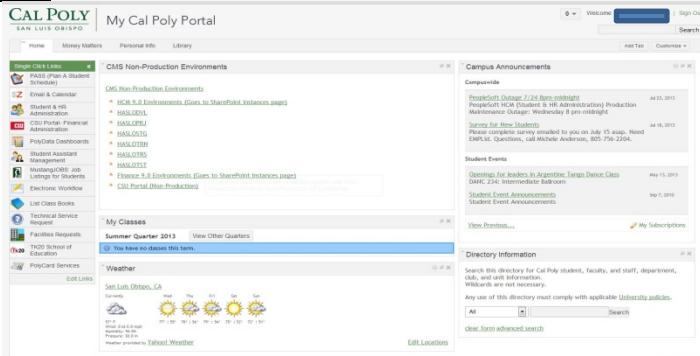
To enroll in Non-Payroll Employee Reimbursement

1. Go to the My Cal Poly Portal

- Enter your login information



2. This will open the Main page for the Cal Poly Portal

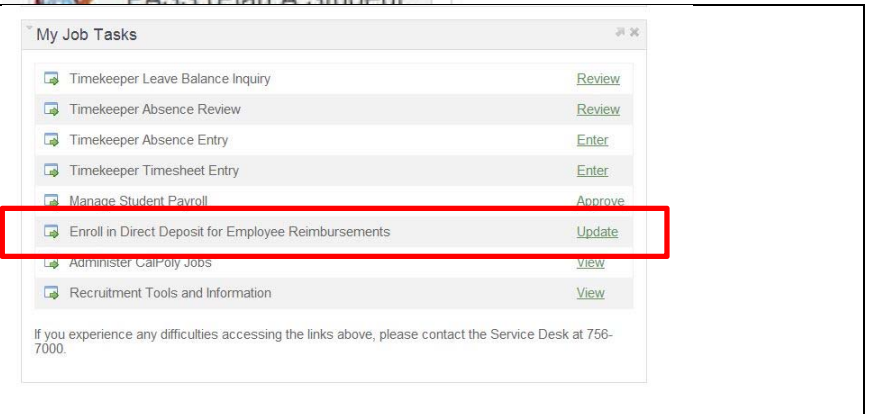


3. Click on Personal Info Tab

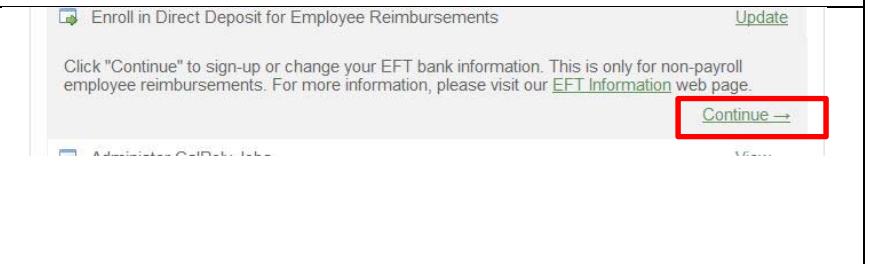


4. Scroll down to My Job Tasks

- Click on Update on the Enroll in Direct Deposit for Employee Reimbursements line



5. Click on Continue



6. This will open up the “Enroll in Non-Payroll Direct Deposit” page

ORACLE

Favorites | Main Menu > Cal Poly Reports/Interfaces > Cal Poly HR Custom > Use > Emp Non-Payroll Direct Dep

Enroll In Non-Payroll Direct Deposit

EmpId: [REDACTED]

Direct Deposit Account Type: Checking Savings [Inactivate Direct Deposit](#)

Routing Number: [REDACTED] [What are my Routing and Account Numbers?](#)

Account Number: [REDACTED]

Confirm Account Number: [REDACTED]

Terms and Conditions

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association (NACHA) California Polytechnic State University, San Luis Obispo to credit any reimbursements due to me via automated clearinghouse electronic fund transfer (ACH) to the bank and bank account owned by me referenced above. Further, I hereby authorize Cal Poly, San Luis Obispo to withdraw funds from the above referenced bank account owned by me via ACH debit. Such debits are authorized only to perform legitimate and appropriate financial transactions between me and the CSU including, but not limited to, retrieval of reimbursement overpayments. This authorization will remain in effect until cancelled in writing. A new authorization must be completed if I change my bank account, close my bank account, or change financial institutions.

Note: I understand that Cal Poly, San Luis Obispo requires ten (10) business days to set up this initial authorization and two (2) business days for funds to become available following an ACH electronic funds transfer.

I acknowledge that I have read and agree to the above Terms and Conditions.

[Cancel](#) [Submit](#)

7. Enroll in Non-Payroll Direct Deposit
- Select either Checking or Savings
 - Enter in your 9 digit routing number. If you are unsure please verify with your financial institution
 - Enter your account number
 - Confirm your account number
 - Read the terms and conditions
 - Acknowledge the terms and conditions
 - Select Submit or Cancel

ORACLE

Favorites | Main Menu > Cal Poly Reports/Interfaces > Cal Poly HR Custom > Use > Emp Non-Payroll Direct Dep

Enroll In Non-Payroll Direct Deposit

EmpId: [REDACTED]

Direct Deposit Account Type: Checking Savings [Inactivate Direct Deposit](#)

Routing Number: [REDACTED] [What are my Routing and Account Numbers?](#)

Account Number: [REDACTED]

Confirm Account Number: [REDACTED]

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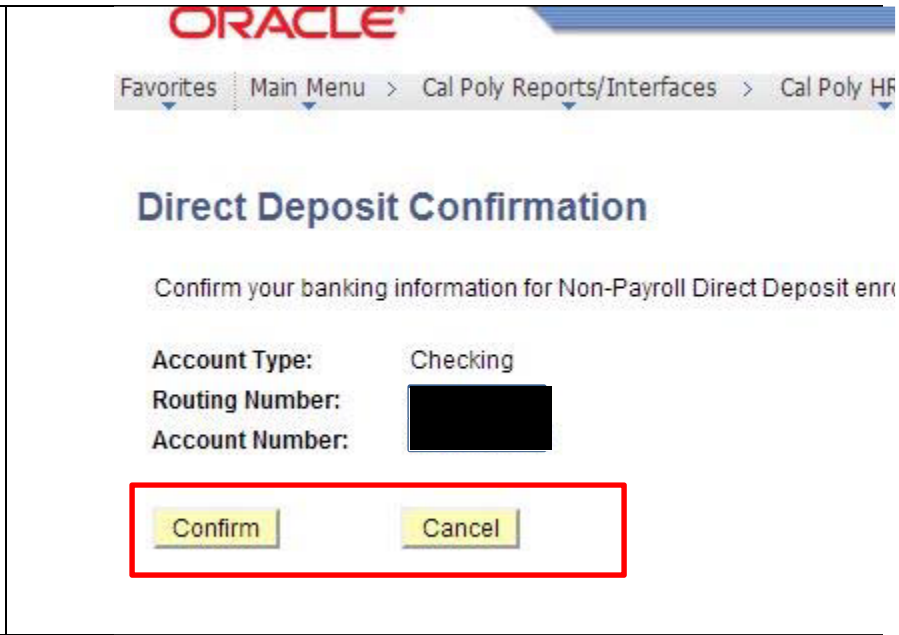
Note: I understand that Cal Poly, San Luis Obispo requires ten (10) business days to set up this initial authorization and two (2) business days for funds to become available following an ACH electronic funds transfer.

I acknowledge that I have read and agree to the above Terms and Conditions.

[Cancel](#) [Submit](#)

8. Verify your Direct Deposit Information. Account Type, Routing Number and Account Number

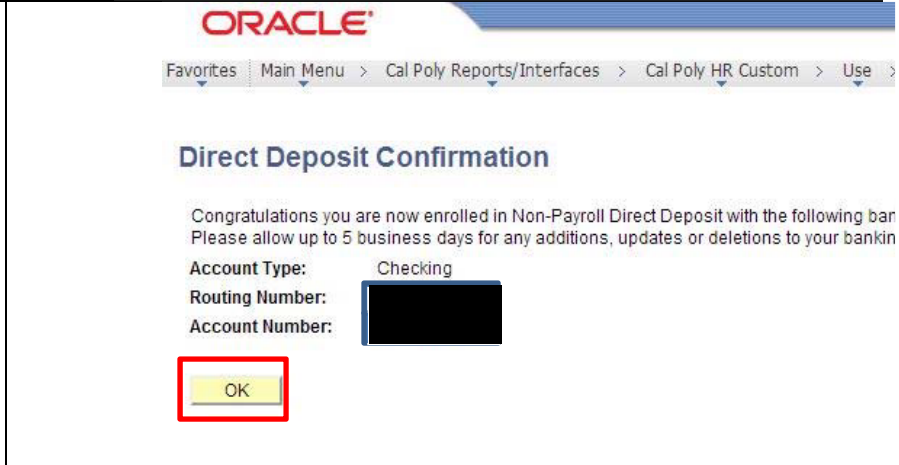
- Click Confirm if correct or Cancel if not correct



The screenshot shows the Oracle 'Direct Deposit Confirmation' page. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Cal Poly Reports/Interfaces > Cal Poly HF'. The page title is 'Direct Deposit Confirmation'. Below the title, it says 'Confirm your banking information for Non-Payroll Direct Deposit enrollment'. The form fields are: 'Account Type: Checking', 'Routing Number: [redacted]', and 'Account Number: [redacted]'. At the bottom, there are two buttons: 'Confirm' and 'Cancel', both highlighted with a red rectangular box.

9. You will receive the Direct Deposit Confirmation

- Click OK



The screenshot shows the Oracle 'Direct Deposit Confirmation' page. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Cal Poly Reports/Interfaces > Cal Poly HR Custom > Use >'. The page title is 'Direct Deposit Confirmation'. Below the title, it says 'Congratulations you are now enrolled in Non-Payroll Direct Deposit with the following bar. Please allow up to 5 business days for any additions, updates or deletions to your banking information.' The form fields are: 'Account Type: Checking', 'Routing Number: [redacted]', and 'Account Number: [redacted]'. At the bottom, there is one button: 'OK', highlighted with a red rectangular box.

10. This will take you back to the Enroll in Non-Payroll Direct Deposit page

- At this time you have signed up for Non-Payroll Direct Deposit you can close the window.



The screenshot shows the Oracle 'Enroll In Non-Payroll Direct Deposit' page. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Cal Poly Reports/Interfaces > Cal Poly HR Custom > Use > Emp Non-Payroll Direct Dep'. The page title is 'Enroll In Non-Payroll Direct Deposit'. Below the title, there is a redacted area for the user's name and an 'Emplid:' field with a redacted value. The form fields are: 'Direct Deposit Account Type: Checking Savings What are my Routing and Account Numbers?', 'Account Number: [redacted]', and 'Confirm Account Number: [input type="text"]'. Below the form fields, there is a 'Terms and Conditions' section with a text area containing the following text: 'I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") California Polytechnic State University, San Luis Obispo to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank and bank account owned by me referenced above. Further, I hereby authorize Cal Poly, San Luis Obispo to withdraw funds from the above referenced bank account owned by me via ACH debit. Such debits are authorized only to perform legitimate and appropriate financial transactions between me and the CSU including, but not limited to, retrieval of reimbursement overpayments. This authorization will remain in effect until cancelled in writing. A new authorization must be completed if I change my bank account, close my bank account, or change financial institutions.' Below the text area, there is a note: 'Note: I understand that Cal Poly, San Luis Obispo requires ten (10) business days to set up this initial authorization and two (2) business days for funds to become available following an ACH electronic funds transfer.' At the bottom, there is a checkbox: ' I acknowledge that I have read and agree to the above Terms and Conditions.' Below the checkbox, there are two buttons: 'Cancel' and 'Submit', both highlighted with a yellow rectangular box.

To Inactivate your Non-Payroll Employee Reimbursement

- Follow steps 1-6
- Click on Inactivate Direct Deposit

ORACLE

Favorites | Main Menu > Cal Poly Reports/Interfaces > Cal Poly HR Custom > Use > Emp Non-Payroll Direct Dep

Enroll In Non-Payroll Direct Deposit

Emplid: [REDACTED]

Direct Deposit Account Type: Checking Savings **Inactivate Direct Deposit**

Routing Number: [REDACTED] [What are my Routing and Account Numbers?](#)

Account Number: [REDACTED]

Confirm Account Number: [REDACTED]

Terms and Conditions

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") California Polytechnic State University, San Luis Obispo to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank and bank account owned by me referenced above. Further, I hereby authorize Cal Poly, San Luis Obispo to withdraw funds from the above referenced bank account owned by me via ACH debit. Such debits are authorized only to perform legitimate and appropriate financial transactions between me and the CSU including, but not limited to, retrieval of reimbursement overpayments. This authorization will remain in effect until cancelled in writing. A new authorization must be completed if I change my bank account, close my bank account, or change financial institutions.

Note: I understand that Cal Poly, San Luis Obispo requires ten (10) business days to set up this initial authorization and two (2) business days for funds to become available following an ACH electronic funds transfer.

I acknowledge that I have read and agree to the above Terms and Conditions.

Cancel **Submit**

1. This will bring up the confirmation page.
 - Verify your Direct Deposit Information. Account Type, Routing Number and Account Number
2. Click Confirm to cancel your direct deposit or Cancel if you do not want to cancel your direct deposit

ORACLE

Favorites | Main Menu > Cal Poly Reports/Interfaces > Cal Poly HR Custom > Use >

Direct Deposit Confirmation

Confirm your banking information for Non-Payroll Direct Deposit enrollment:

Account Type: Checking

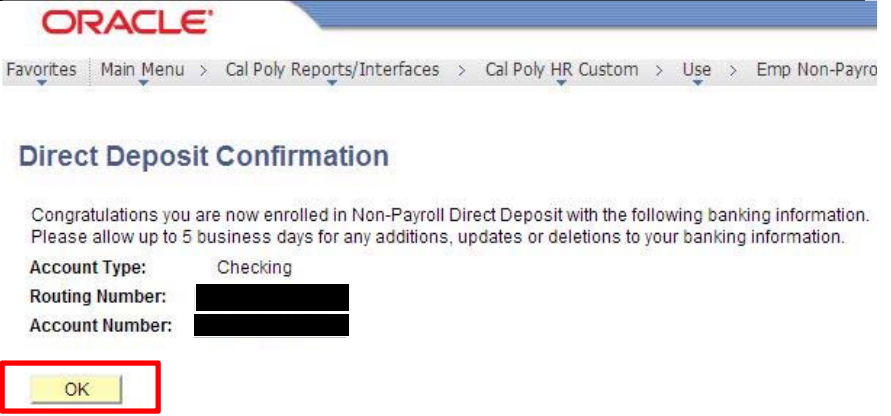
Routing Number: [REDACTED]

Account Number: [REDACTED]

Confirm **Cancel**

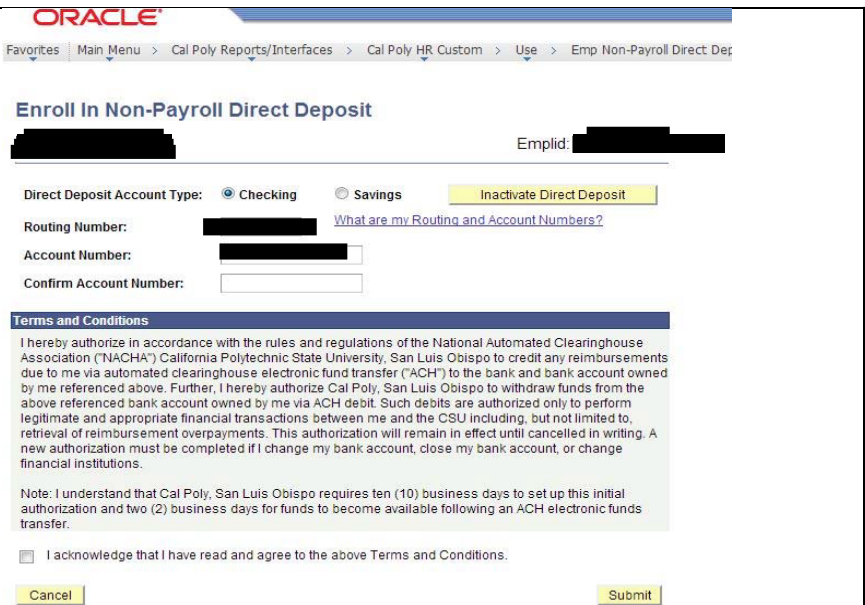
3. You will receive the Direct Deposit Confirmation

- Click OK



The screenshot shows the Oracle 'Direct Deposit Confirmation' page. At the top, the Oracle logo is visible. Below it is a breadcrumb trail: 'Favorites | Main Menu > Cal Poly Reports/Interfaces > Cal Poly HR Custom > Use > Emp Non-Payro'. The main heading is 'Direct Deposit Confirmation'. The text reads: 'Congratulations you are now enrolled in Non-Payroll Direct Deposit with the following banking information. Please allow up to 5 business days for any additions, updates or deletions to your banking information.' Below this, the following information is displayed: 'Account Type: Checking', 'Routing Number: [REDACTED]', and 'Account Number: [REDACTED]'. At the bottom of the page, there is a yellow 'OK' button, which is highlighted with a red rectangular box.

4. This will take you back to the Enroll in Non-Payroll Direct Deposit page At this time you have cancelled your Non-Payroll Direct Deposit you can close the window.



The screenshot shows the Oracle 'Enroll In Non-Payroll Direct Deposit' page. At the top, the Oracle logo is visible. Below it is a breadcrumb trail: 'Favorites | Main Menu > Cal Poly Reports/Interfaces > Cal Poly HR Custom > Use > Emp Non-Payroll Direct Dep'. The main heading is 'Enroll In Non-Payroll Direct Deposit'. Below the heading, there is a redacted name and an 'Empid:' field with a redacted value. The 'Direct Deposit Account Type' section has three options: 'Checking' (selected with a radio button), 'Savings' (radio button), and 'Inactivate Direct Deposit' (highlighted in yellow). Below this are fields for 'Routing Number: [REDACTED]', 'Account Number: [REDACTED]', and 'Confirm Account Number: [REDACTED]'. A link 'What are my Routing and Account Numbers?' is next to the routing number field. Below the form is a 'Terms and Conditions' section with a paragraph of text. At the bottom, there is a checkbox 'I acknowledge that I have read and agree to the above Terms and Conditions.' and two buttons: 'Cancel' and 'Submit'.