EMPLOYEE NON-PAYROLL DIRECT DEPOSIT FOR REIMBURSEMENTS

Follow these steps to enroll in Employee non-payroll direct deposit. It may take up to 4 weeks to apply.

1. Login to my.calpoly.edu portal

2. Click on “Personal Info” tab

3. Scroll down to “My Job Task” and click on Enroll in Direct Deposit for Employee Reimbursements

4. Click on Continue
5. Enter your banking information;
6. Acknowledge terms and conditions
7. Submit