



## How to Sign up, Change or Cancel Direct Deposit or Pay Card:

Go to [www.ebs.msu.edu](http://www.ebs.msu.edu)

Sign in with your MSU Net ID and password, then two-factor authentication

Click on “My Time and Payroll”

Click the tile named “Bank Information”

There are two ways to receive your payroll earnings, Direct Deposit or Pay Card

### **For Direct Deposit:**

Click on the “pencil” icon to sign up, change or cancel direct deposit

Click directly inside the field to type your routing and account number. (Do not click the double square icon to the right to open the additional fields.)

Enter the Routing number and account number given to you by your bank / credit union.

- **Your account number is “NOT” the number on your Debit Card**

Check the “Employee Authorization” box

When completed, click on the “Save and back” button

### **For PayCard:**

Select the “Pay Card” box to the right portion of the screen to request a Pay Card

Check the “Employee Authorization” box

When completed, click on the “Save and back” button

If you have any problems setting up the Multi-Factor Authentication, please call the IT Service desk at 517-432-6000 or email [ITServe@msu.edu](mailto:ITServe@msu.edu)

If you are unable to successfully sign up for direct deposit or Pay Card on-line, please email [CLR.Payroll@ctrl.msu.edu](mailto:CLR.Payroll@ctrl.msu.edu)