Follow these steps to set up this information:

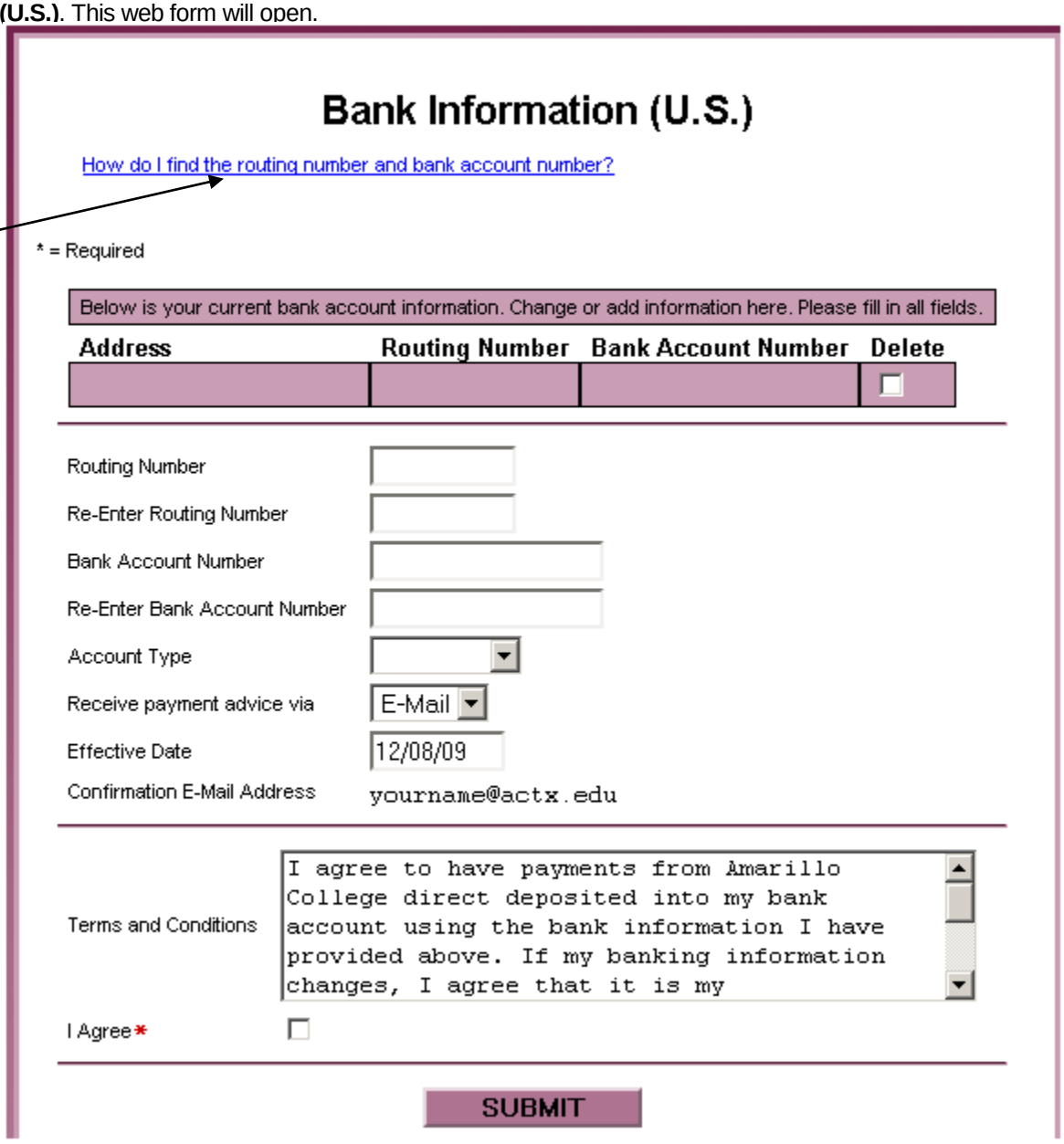
- Go to the WWW.ACTX.EDU homepage and click on the **WebAdvisor** link at the top of the page.



- Log in using your WebAdvisor name and password. (You are already using when you login to get your Payroll advices or check your vacation & sick leave balances.)

- After logging in, click on the *Employees tab* and under the heading *Financial Profile*, click on **Bank Information (U.S.)**. This web form will open.

Click here to see how to read your check



- CAREFULLY enter your bank information off of your checks, making sure you enter it correctly. The page you are on has a link that shows you how to read the information off your checks. If you intend to use your savings account, you should call your bank/credit union for instructions.

- You must agree to the terms and conditions before you can submit. Once you have entered all the information and verified, click on the SUBMIT button. You will see a confirmation screen, and a confirmation email notice will be sent to your ACTX.EDU email account.

Additional information:

- After you have entered your information, there is a 7 day waiting period before we may begin direct deposits.
- Once the 7 day waiting period has passed, we can issue any reimbursements to your account directly and **you will receive an email when the payment is made**. Your funds will post in 1-2 days.
- NOTE: some banks do not allow you to make deposits into an account that does not have your name on the account. You need to contact your bank to see what their requirements are in this situation.
- Anytime you make changes to your account information through WebAdvisor after initial setup, another 7 day waiting period will begin.
- You do not need to notify the Business Office when you sign up, we will run a report listing new additions automatically.

You can also access this screen through your **myAC** login. Simply choose the **SERVICES** tab after you login, then choose **Bank Information** from the menu at the left!

Amarillo College

Memo

To: All AC Faculty, Administrators and Staff

From: Business Office, Disbursements, Michael Sugden

Date: 12/10/2009

Re: New reimbursement method available to AC personnel

The Amarillo College Business Office is now offering direct deposit of reimbursements through the ACH system

After extensive testing, we are now able to offer Direct Deposit of reimbursements into the Checking or Savings account of your choice. With this option, you will be able to have your:

- Travel Reimbursements
- Mileage Reimbursements
- Travel Advances
- Reimbursements over $150.00 to AC employees
- Any other reimbursement that is paid by the Disbursements area to you
  (Excludes any payments for a service - that has to go through AC Payroll)

If you take advantage of this, you will no longer have to wait for you check to arrive by campus mail or regular mail. You will no longer have to worry about washing your checks, shredding your checks, misplacing your checks. You don't have to go by the bank to cash or deposit your check. When we process your payment, you will receive an email at your actx.edu email so you know the deposit is being made that day.

Your bank information is kept in the Colleague system and is only changeable by you through WebAdvisor. It is encrypted just like your Payroll bank information.

We cannot import your bank information that is in payroll as the HR system information is designed to be kept separate from everything else.