

Direct Deposit Set Up

Login to LOIS using your XID and PIN number

Welcome to LOIS!

Register for Classes, verify your Student Email address, view your Class Schedule, verify Financial Aid Status, and Account Balances.

To log in, enter your user Identification Number (X ID) and your Personal Identification Number (PIN). When finished, click Login.

Need Help with your User ID or PIN?

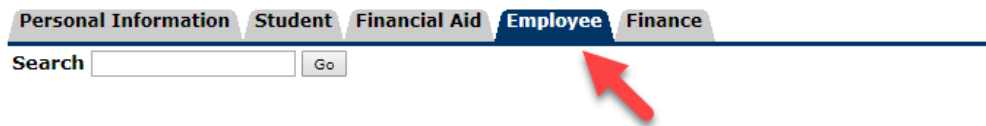
For assistance in determining your User ID and PIN or for instructions on how to Reset your PIN, please view the [LOIS Pin Look Up Video](#) or consult the [Student ID and PIN Information page](#). For assistance with adding or dropping classes in LOIS, please consult our current Course Registration Guide available at [Academic Advising Services](#).

Please use a capital "X" when inputting your XID

User ID:
PIN:

RELEASE: 8.8.2

Click the "Employee" tab, then "Pay Information"



Employee

[My Leave Report](#)

Enter leave taken (full-time employees)

[Time Sheet and Approvals](#)

Enter hours worked (part-time employees) and approve time sheets and leave reports (supervisors)

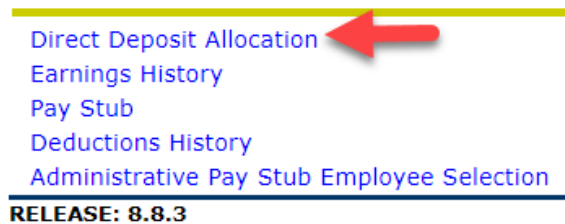
[LSSC's Benefit Management Center](#)

Click on this link to elect your 2018 benefits.

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, or pay stubs.

Click "Direct Deposit Allocation"



At the bottom of the screen, click "Update Direct Deposit Allocation" or "Add New Direct Deposit"

[Update Direct Deposit Allocation](#)

[Add New Direct Deposit](#)

- OR -

To set up a **new** primary account –

(If you have an **existing** primary account, you must first make it inactive, prior to setting up a new account)

Add Allocation:

Bank Routing Number: * ← Enter your routing and account number*

Account Number:* ← Enter your routing and account number*

Account Type: ← Use drop-down menu to choose account type

Remaining Amount:

Amount or Percent: ← Use drop-down menu to choose account type

Payroll Deposit:

Accounts Payable Deposit:

Optional – check this box to have all payments for mileage, travel expenses, reimbursements, etc. sent to this account

(If you already have an account set up to receive Accounts Payable deposits, and you wish to change it, you must first uncheck this box on the existing account)

To set up a specific **amount or percentage** of each paycheck to be deposited into a **new** account, other than your primary account (example below shows \$50 per pay period to a savings account) –

Add Allocation:

Bank Routing Number: * ← Enter your routing and account number*

Account Number:* ← Enter your routing and account number*

Account Type: ← Use drop-down menu to choose account type

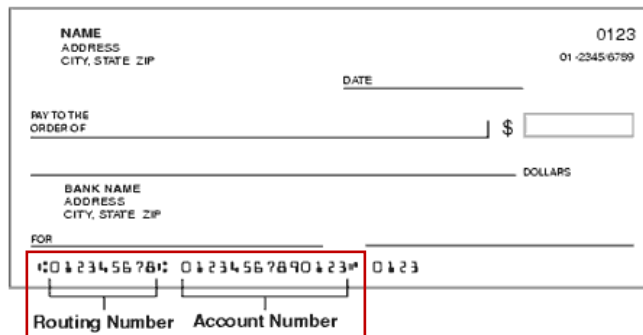
Remaining Amount:

Amount or Percent: ← Use drop-down menu to choose amount or percentage

Payroll Deposit: ← Enter amount or percentage that you would like to have deposited into this account

Accounts Payable Deposit:

Your routing and account number can be found at the bottom of your personal checks
If you do not have personal checks, you may contact your bank to obtain this information



To make changes to an **existing** account, click the bank name for the account you wish to change

Payroll Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent
Wells Fargo Bank (Wachovia, Leesburg) (Minneapolis)			Savings	1	10.00%
Bank of America			Checking	2	Remaining

To **inactivate** an existing account –

Bank Name: Wells Fargo Bank (Wachovia, Leesburg) (Minneapolis)
Bank Routing Number: [REDACTED]
Account Number: [REDACTED]
Inactivate:
Account Type: Saving ▾
Remaining Amount:
Amount or Percent: 50.00 Amount ▾
Payroll Deposit:
Accounts Payable Deposit:

Save

To change the **amount or percentage** being deposited into an existing account –

Bank Name: Wells Fargo Bank (Wachovia, Leesburg) (Minneapolis)
Bank Routing Number: [REDACTED]
Account Number: [REDACTED]
Inactivate:
Account Type: Saving ▾
Remaining Amount:
Amount or Percent: 50.00 Amount ▾
Payroll Deposit:
Accounts Payable Deposit:

Use drop-down menu to choose amount or percentage

Enter amount or percentage that you would like to have deposited into this account

Save

For questions, or if you need assistance, please email payroll@lssc.edu

