

Payroll Direct Deposit Changes Available Through Southeast Portal

If you would like to sign-up for payroll direct deposit or would like to make changes to your current direct deposit information, you can make those changes online through the Southeast Portal.

To add or change payroll direct deposit information:

- Log on to ***My Southeast*** on the University portal
- Select the ***Employee SS tab***
- Under ***Employment Details***, select the ***Direct Deposit*** option
- Enter banking information (ex: bank name, routing number, account type)
- Click on the ***Save Changes*** button

For additional information, contact the Human Resources office at (573) 651-2206.