

KANSAS STATE UNIVERSITY  
Manhattan, Kansas 66506

Human Resources Circular 08-02  
October 15, 2008

To: President, Provost, Vice Presidents, Vice Provosts, Deans,  
Directors, and Department Heads

From: Gary E. Leitnaker, Assistant Vice President  
Division of Human Resources

Re: Employee Self-Service Direct Deposit

**Please distribute this information to all employees in your unit.**

The Division of Human Resources is pleased to announce direct deposit functionality is now available to all employees through HRIS Employee Self-Service. Employees may now add, review, change or delete their direct deposit information.

To access the employee self-service direct deposit page go to **Employee Self-Service/HRIS** at: <http://www.as.ksu.edu/HRIS>, and sign in using eID and password. Using the menu, select employee self service, payroll and compensation, and direct deposit.

To assist employees with the employee self-service direct deposit pages, instructions and frequently asked questions are available online on the HRIS website at:

<http://www.k-state.edu/hr/ped/ddfaq.html>  
<http://www.k-state.edu/hr/selfserv.htm>

If you have questions or concerns please contact your Human Resources payroll processing liaison at (785) 532-6277.