How to set up DIRECT DEPOSIT in CONCUR
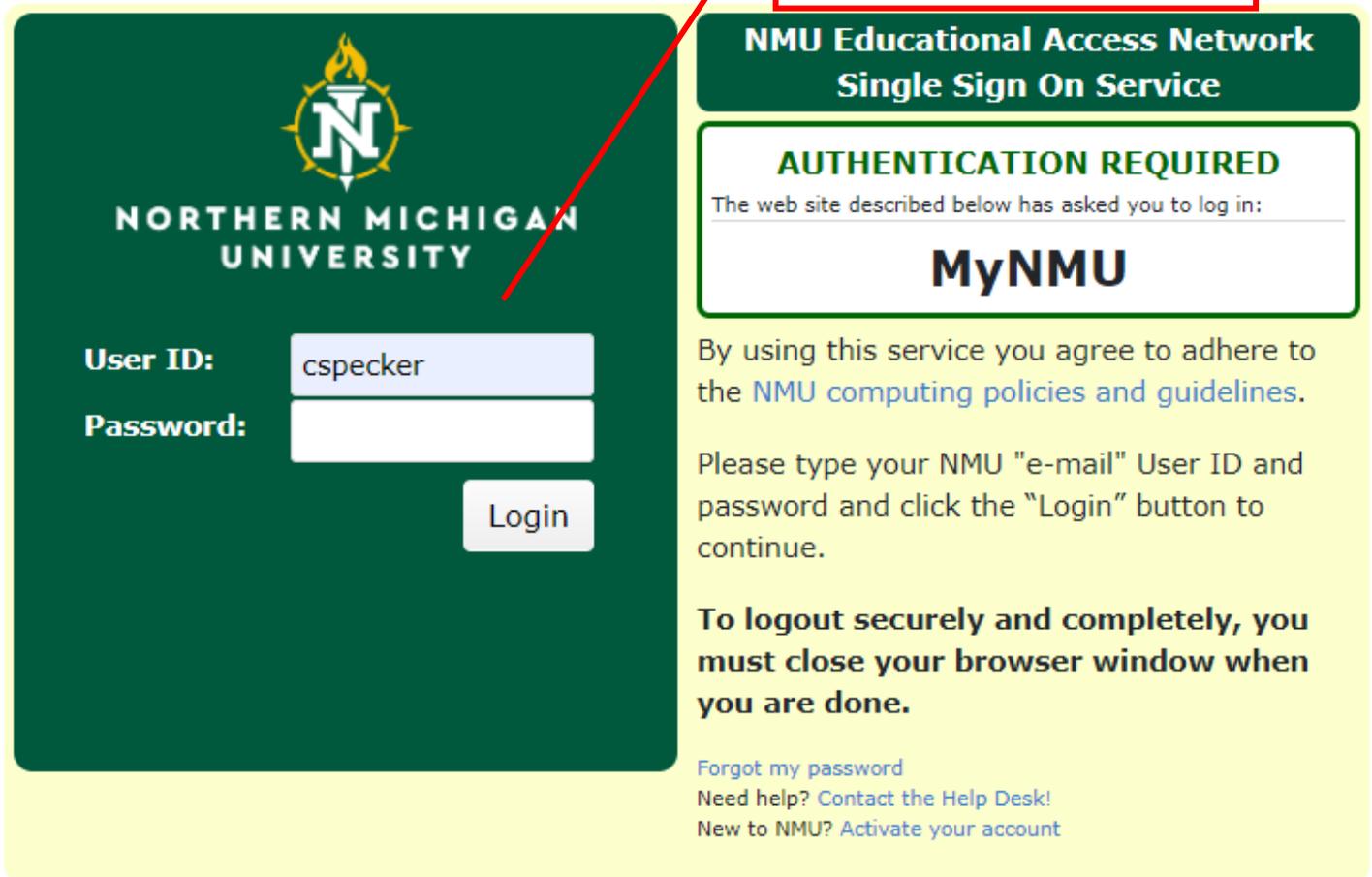
1) You must send an email to finance@nmu.edu and cspecker@nmu.edu indicating you want direct deposit in concur.
   a. Once you receive a reply email from us, you can them continue on setting up your banking information.

Begin by logging into "MyNMU" at mynmu.nmu.edu. You will need to have your 2-factor Authentication set up to proceed any further.

Enter your User ID and Password

NORTHERN MICHIGAN UNIVERSITY

User ID: cspecker

Password:

Login

NMU Educational Access Network Single Sign On Service

AUTHENTICATION REQUIRED
The web site described below has asked you to log in:

MyNMU

By using this service you agree to adhere to the NMU computing policies and guidelines.

Please type your NMU "e-mail" User ID and password and click the "Login" button to continue.

To logout securely and completely, you must close your browser window when you are done.

Forgot my password
Need help? Contact the Help Desk!
New to NMU? Activate your account

Once logged in, Click on the "Employee Services" tab

Once in the "Employee Services" tab you will find the link to "Concur Settlement System". Click on this link, it will bring you directly into the system. You will **not** need another password to access the system.

This is the first "Concur screen, from here the next step is to:

The "Profile Settings" tab brings up this screen.

Complete the required fields as instructed. Once you've entered the data, be sure to click "save and authorize".

Additional information on adding or editing your bank information:

United States Bank Account Fields	
Field	**Description**
Routing Number	Enter the bank's transit or routing number used for Automated Clearing House (ACH) or Electronic Funds Transfer (EFT) transactions. U.S. banks are required to have a 9-digit routing number; other countries may have different standards. The bank can supply the correct routing number.
Bank Account Number	Enter the account number as specified on the bank statement.
Account Type	Select Checking or Savings.
Active	Select the account status from the list.
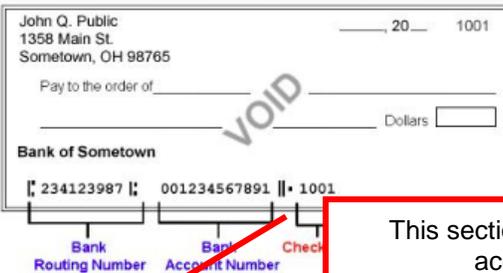
Bank Account Confirmation Process:

Day 0
- Employee enters new bank account information on the **My Profile – Banking Information** page.

- Expense Reimbursement prepares the new account information for processing.
- The account is marked **Unconfirmed.**

Day 1
- Account confirmation processing begins.
- Funding for the account confirmation transaction is granted.
- The account in marked **Confirmed**.
- Approved expense reports for this employee are eligible for reimbursement by Expense Reimbursement.
- Account Confirmation Completed successfully email notification is sent to the employee.

Day 2
- The account confirmation transaction posts in employee's bank account.

Day 3-4
- If the transaction was returned:
    o The banking system will return the account confirmation transaction with a specified reason.
    o The account status is marked **Returned.**
    o An email notification is sent to the employee, informing them that the banking system returned the bank account confirmation transaction for the noted specified reason and that no electronic payments can be made to the account until the information is updated.
    o The return reason appears in the Account History.

You can review the current status and history of your bank account on the "Bank Information" page found by selecting **Profile > Bank Information**.

The possible options for the "Status" field are:

Status	Description
Confirmation Initiated	The account confirmation transaction has been created but has not begun processing. Processing will begin within one banking day.
Processing Confirmation	The account confirmation transaction has begun processing but has not been sent to the banking system for payment. The transaction will be sent to the banking system in two banking days.
Confirmed	The account is eligible to receive payments.
Returned	The account confirmation transaction has been returned by the banking system. Refer to the **Description** column of the **Account History** table for the return reason. The account is no longer eligible for payments.