

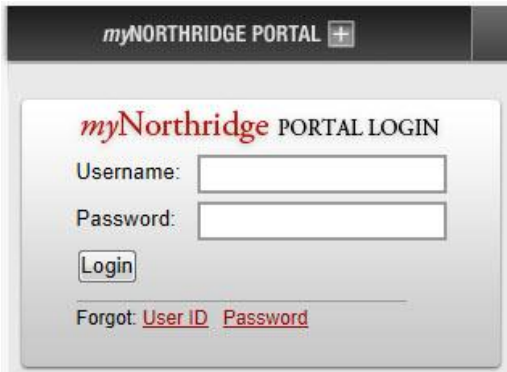
EMPLOYEE eREFUND INSTRUCTIONS

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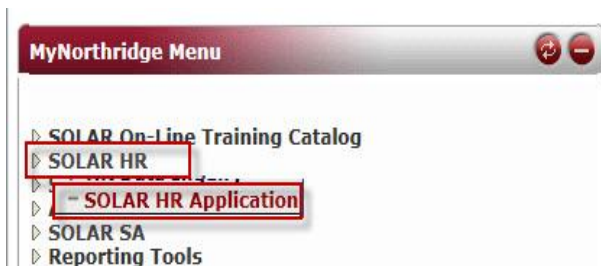
SIGN UP FOR EREFUND – FASTER REIMBURSEMENTS!

INSTRUCTIONS:

- Go to the *myNorthridge* Portal login
- Enter your *User Name* and *Password*



- Select *Solar HR*
- Select *Solar HR Application*



- Select *CSUN*



- Select *Employee*

- Select *eRefund Banking Information*



- Complete required information

A screenshot of the 'eRefund Banking Information' form. The form has a blue header with the title 'eRefund Banking Information'. Below the header, there are several fields and options: a text box for '*Routing #' with a blue link 'Routing and Account Help' to its right; a radio button selection for 'Account Type' with 'Checking' selected and 'Savings' unselected; a text box for 'Account #'; a text box for 'Re-Type Account #'; and a status line showing 'Date Added: 10/24/2011' and 'Status: Active'.

** This account is for reimbursements only. Direct deposits for payroll checks require completion of a State Controller form found on the Human Resources website at:
http://www-admn.csun.edu/ohrs/payroll/direct_deposit.htm

Acknowledgement

This account is for CSU, Northridge refunds and reimbursements. I understand that changes in account information will be available on the next business day after it is entered, and that inaccurate routing or account information will delay my refund/reimbursement.

I acknowledge that I have read and understand the information above

 Save

- Select *Save*