

Directions for Setting up your Student Employee or Graduate Assistant Payroll



Email Address: Password:


Ex: janedoe@yahoo.com (case sensitive) [Reset Passw](#)

Activate Your Card

WELCOME...

You have choices when it comes to receiving your refunds. *Choosing an Easy RefundSM into your OneAccount is the fastest refund option.* Enter your card number below to get started.

New Cardholders: Activate Your Card!
Enter your 16-digit card number and click Activate!



- ▶ [Where's My Card?](#)
- ▶ [View a Demo](#)
- ▶ [What is This Card For?](#)

Get Help!

- ▶ [Why Enter My Card Number?](#)
- ▶ [How to Use the OneAccount for Free](#)
- ▶ [Learn More at LearnAboutOne.com](#)
- ▶ [Customer Support](#)

Watch an Orientation Video

Step 1:
Log into WWW.EMUEagleone.com
Using the email address and password you created when you activated your card.

OneAccount \$0.21 OneRewards View Earnings

OneAccount Send Money OneRewards Financial Refunds **Payroll** Profile Customer Service

Step 2:
Select the "Payroll" tab.

ONE REWARDS
Find out how students can **get cash back** with OneRewards!

Messages

Welcome to EMUEagleOne.com!

- [Sign up](#) to receive your payroll directly into your OneAccount.
- [Refund Preferences](#) - Update how you want to receive refunds from EMU.
- [Report Card Lost/Stolen](#) - If your card has been lost or stolen please let us know so we can get a new one to you as soon as possible.

Quick Links

- [Recent Activity](#)
- [Online Statement](#)
- [Refund Status and History](#)
- [Change or Reset Your PIN](#)
- [Add Money](#)
- [Request Money](#)
- [Send Money](#)
- [Online Bill Pay](#)
- [Update Profile](#)
- [Fee Schedule](#)
- [Customer Service](#)

University Refunds

Date	Identifier	Status	Amount
We have not yet received a refund for you. We are committed to delivering funds as quickly as possible. Once we receive your refund record and money from EMU, we will begin processing your refund immediately. We receive refund files and wires throughout the day. As a convenience, we will send you an email letting you know the refund has processed. You can also sign up to receive mobile alerts .			

OneAccount \$0.21 OneRewards View Earnings

OneAccount Send Money OneRewards Financial Refunds **Payroll** Profile Customer Service

ONE REWARDS
Find out how students can **get cash back** with OneRewards!

Quick Links

- [Recent Activity](#)
- [Online Statement](#)
- [Refund Status and History](#)
- [Change or Reset Your PIN](#)
- [Add Money](#)
- [Request Money](#)
- [Send Money](#)
- [Online Bill Pay](#)
- [Update Profile](#)
- [Fee Schedule](#)
- [Customer Service](#)

University Refunds

Date	Identifier	Status	Amount
We have not yet received a refund for you. We are committed to delivering funds as quickly as possible. Once we receive your refund record and money from EMU, we will begin processing your refund immediately. We receive refund files and wires throughout the day. As a convenience, we will send you an email letting you know the refund has processed. You can also sign up to receive mobile alerts .			

Step 3:
Scroll down and select
"Payroll Preferences"
under the "Payroll" tab.

Payroll Disbursement Preferences

Current Preference: Preference Undefined

Your current preference will be identified here.

If your preference is undefined you will need to complete your payroll preference.

If you work for EMU, your paycheck is disbursed through Higher One. Choosing to receive your payroll to your OneAccount will always be the fastest way to receive any payment owed to you. And, when you [enroll in Unlimited Online Bill Pay](#) and receive direct deposit of payroll to your OneAccount, you are eligible to have the monthly service charge for Unlimited Online Bill Pay waived (subject to ability to verify legitimacy of payroll deposit).

Since Higher One receives the payroll disbursement file prior to the pay date, we have been able to also make ACH Transfer (to other bank) available the day that EMU specifies that payroll be made available. [Learn more about how payroll is disbursed with Higher One.](#)

Your Current Payroll Disbursement Preference

Your current payroll preference is set to *Preference Undefined*.

This may be because you never selected a preference, because your preference is not currently valid due to an error, or because your previously defined preference was no longer an option offered by EMU.

Please select your preference for receiving payroll.

If you had previously selected the "Paper Check" option, please verify that your primary address on file with Higher One is correct. If you had previously selected ACH Transfer (to other bank), please re-submit your ACH form and verify that your account number and routing numbers are correct.

Preference changes will affect future payments, or those payments that are currently in the pending status. Changing your preference will not affect payments that have already been disbursed.

Choose one of the following preferences and select **"Update Preference"** at the bottom of the page.

Payroll deposit into the Higher One Account or ACH (Third Party Account) will be available on payday providing the preference was chosen 5 days prior to payroll disbursement.

When choosing ACH Transfer complete and print the form and drop it off at the Eagle Card Office or Payroll.

*Higher One must have this form on file **5 days** in advance of the disbursement to guarantee deposit into the third party account

A paper check will be **mailed to the address on file with Higher One on payday** and may take 5-7 business days to receive in the mail.

Disbursement Choices	Description	Time of Receipt
<input type="radio"/> OneAccount	I would like to have my EMU payroll deposited into my OneAccount. It's fast, easy, and available immediately on the date that EMU has specified that payroll disbursements be made available. It is free to receive payroll to the OneAccount. Also, once you enroll in Unlimited Online Bill Pay and payroll is received by direct deposit to your OneAccount, you are eligible to have the monthly service charge for Unlimited Online Bill Pay waived (subject to ability to verify legitimacy of payroll deposit).	Immediately on the pay date specified by EMU
<input type="radio"/> ACH Transfer (to other bank)	Please deposit my payroll disbursement from Eastern Michigan University into a third party bank account. There is no charge for receiving your disbursement in this way. To receive your disbursement by ACH Transfer, you will need to have this option selected, and will also have to complete, print and mail in a paper ACH form. Higher One will send you an email confirmation when we receive your form to notify you that it has been input into the system. If you have already sent in an ACH form for the bank account you wish to use as it is the same as for your refund preference, there is no need to send another form.	2-3 days if preference is chosen when a disbursement is pending and the pay date has passed. Immediately on the pay date if preference was set at least 2 days prior to the current pay date specified by EMU
<input type="radio"/> Paper Check	Please send my payroll disbursement by paper check to my primary address. There is no charge for receiving your payroll in this way. Although checks are mailed immediately on the pay date specified by EMU, receiving a check via first class mail may add (5) or more business days to receive the funds. This is a check mailed by Higher One and not by Eastern Michigan University. Click here to view a sample check envelope.	5 or more business days

By selecting a preference above I accept and am authorizing Eastern Michigan University to deliver in the method I have selected, any payroll or any other funds owed to me.

Additionally, I authorize Eastern Michigan University or Higher One to reverse or originate debits for any delivered funds, if I am not eligible to receive such funds or to correct any University or Higher One error.

Update Preference