1. Log into CIS. Go to the Employee’s Tab. Go to the Financial & Business Services section. Click on the Vendor Search link.

2. Enter in the Payee’s name. % acts a wildcard. The payee could have a middle name that you are unaware of. If that is the case the wildcard will pull up the information. Then click on the Vendor Search.
3. Click on the icon

4. Click the Display All Addresses link to locate the Home Dept address on file.

This section will tell you if they are set up for Direct Deposit or Check.
Look for address #500. This will be the home dept.