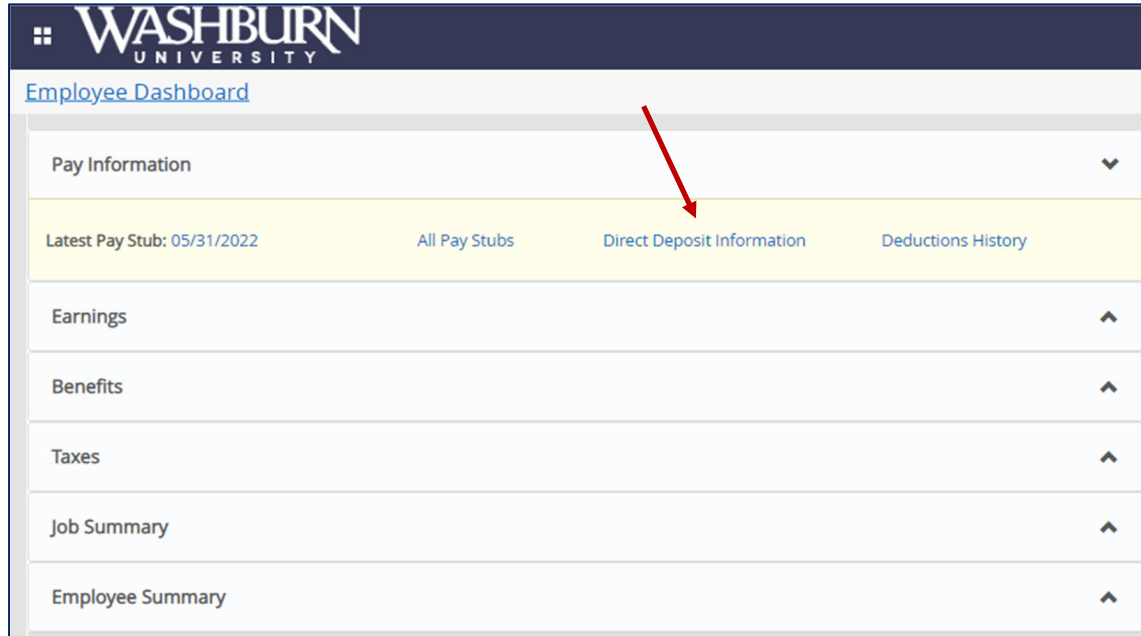


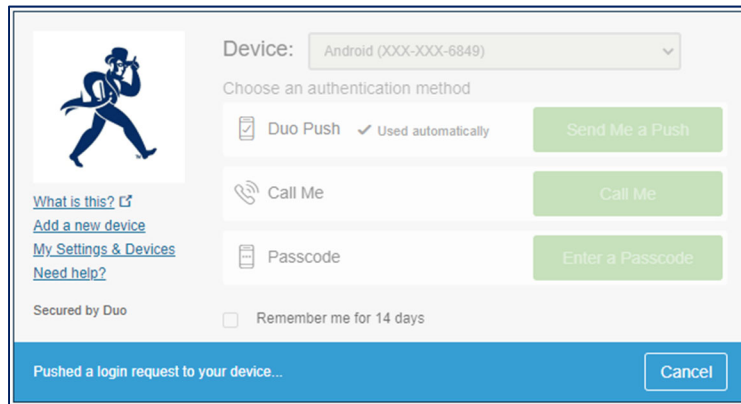
# Direct Deposit in Self Service

## Setting Up Payroll Direct Deposit

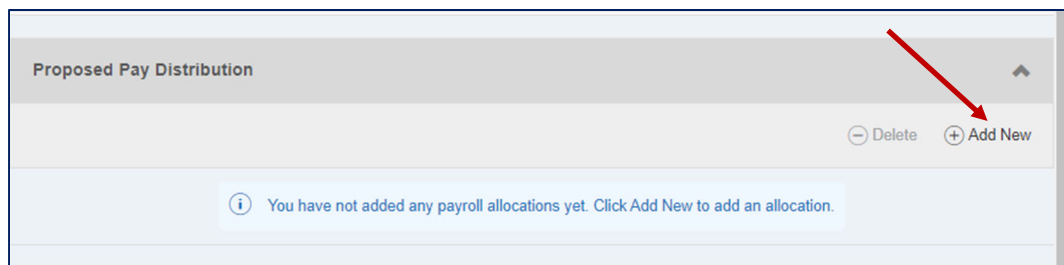
Navigate to the Employee Dashboard then click the Direct Deposit Information link in the Pay Information section.



Follow the prompts to sign in and verify via Duo.



To add a Payroll Direct Deposit account, scroll to the Proposed Pay Distribution section and **click 'Add New'**. If you have already set up direct deposit for payroll, you can manage your account(s) in this section [delete, add and/or, change the amounts/percentages]. See page 3 for details.



**1. Input Bank Routing Number\*, Account Number, and Account Type (Checking or Savings)**

**Add Payroll Allocation** [X]

Bank Routing Number  Account Number  Verify Account Number

Bank Name  Account Type  Priority

Amount

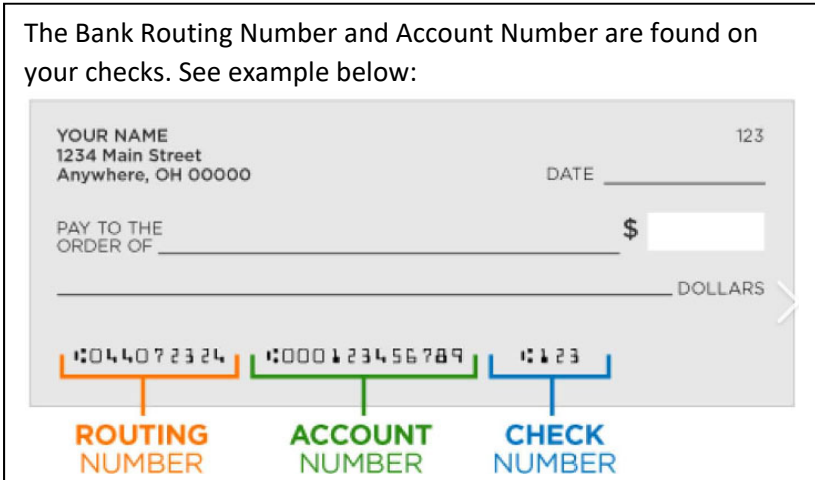
Use Remaining Amount  
 Use Specific Amount  
 Use Percentage

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL | SAVE NEW DEPOSIT

**2. Indicate how the pay should be deposited.**  
 If only one account is set up, the 'Use Remaining Amount' option must be selected. If more than one account is set up, the last priority will always be set as 'Use Remaining Amount'. Additional accounts can use the Specific Amount or Percentage options.

**3. Check the box to authorize then click 'Save New Deposit' on bottom right.**



- Banking Info Details:** The Bank Name will auto-populate based on the routing number entered. If a bank name does not auto-populate or you receive an error message, please email [payroll@washurn.edu](mailto:payroll@washurn.edu) for further information on how to get your bank set up in the system.
- Amount Details:** See information below for an explanation of the amount options.
  - Use Specific Amount: A specific dollar amount of your pay that you select to be deposited into the account. (Example: \$100.00 to a savings account)
  - Use Percentage: A particular percentage of your pay that you select to be deposited into the account. (Example: 10% to a savings account)
  - Use Remaining Amount: The remaining balance of your pay after funds have gone to other accounts set up for direct deposit. If you only have one account, it will receive all the funds and this option must be selected.
- Priority Details:** The order that the system uses to deposit funds into the accounts.
  - Example 1: If you only have one account setup, it will be priority one.
  - Example 2: If you have two accounts setup and have \$100 going to a savings, the savings account will be priority one (the system will do this deposit first), and the remaining amount will be priority two (the system will deposit all remaining funds to this account after the first action).

**Important info about the timing for your Direct Deposit activation is in the next section!\***

## Managing Payroll Direct Deposits and Accounts Payable Deposits

\*New accounts added will have 'Prenote' status. This means the account information must be verified before a paycheck is automatically deposited into the account. Depending on the timing for when you set up your account in Self-Service and the payroll processing schedule, ***your next payroll payment may be processed as a paper check and mailed to your permanent address on file.*** Once the account information has been verified, the status will show as 'Active' and from that point forward your paychecks will be direct deposited into your account(s).

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Discover Bank (Salt Lake City, UT)	xxxxx0649	xxxxxx6789	Savings	50%	1		Prenote
<input type="checkbox"/> Discover Bank (Salt Lake City, UT)	xxxxx0649	xxxxxx3210	Checking	Remaining	2		Prenote

Total Net Pay

*The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.*

Updates such as changing the amount, percentage, and priority for each account can be performed on the main Direct Deposit Allocation page. Be sure to check the authorization box at the bottom and click the 'Save Changes' button to submit your updates.

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input checked="" type="checkbox"/> Discover Bank (Salt Lake City, UT)	xxxxx0649	xxxxxx6789	Savings	25%	1		Prenote
<input checked="" type="checkbox"/> Discover Bank (Salt Lake City, UT)	xxxxx0649	xxxxxx3210	Checking				Prenote

Total Net Pay

*The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.*

Accounts Payable Deposit

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

One Accounts Payable direct deposit account may be added but this is not required. To change the Accounts Payable Deposit, you must delete the existing one then add a new one. The account(s) set up in the Proposed Pay Distribution section is/are available to select for use in the Accounts Payable Deposit section.