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EMPLOYEE SELF-SERVICE: EMPLOYEE DASHBOARD

DIRECT DEPOSIT INFORMATION

** Document links may not work in Firefox. Scroll down to view guide information.

Contents

Direct Deposit Overview..... 1

Add Banking Information..... 2

 Banking Priority 3

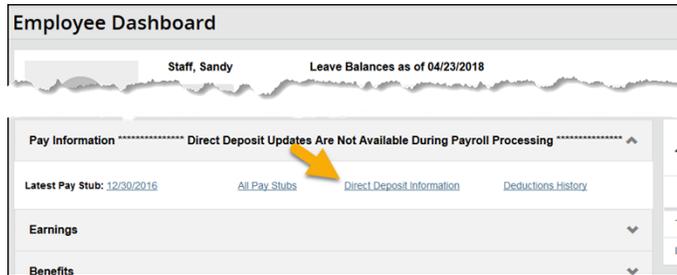
Revise Existing Banking Information..... 4

Delete Banking Information 5

Contact Information 5

DIRECT DEPOSIT OVERVIEW

To add or revise deposit information, select **Direct Deposit Information** from the Employee Dashboard.



There are 4 sections to Direct Deposit Allocations:



1. Payroll Direct Deposit Distribution

- Lists the lastest payroll distribution

2. Proposed Payroll Direct Deposit Distributions

- **Incorrect banking information will delay receipt of payroll funds up to 2 weeks.** Verify accurate account information is entered.
- Direct Deposit Updates are not available during payroll processing.
- Changes made to the proposed payroll distribution could take up to two pay periods to apply
- Up to six bank accounts can be entered.

3. WSU Employee Travel / Reimbursement Direct Deposit Distribution – located under Payroll Direct Deposit.

- Only **one bank** can be listed for Travel Reimbursement. When replacing banking information, **remove** existing bank before adding the new bank.
- Use the following steps to add and remove banking information.

4. Authorization Check Box

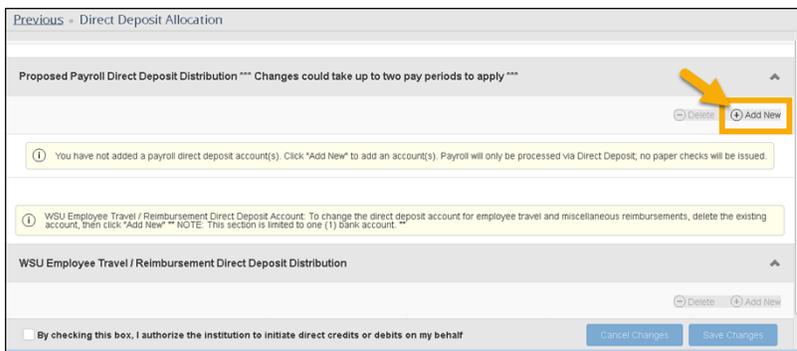
- Found at the bottom of the window. Must check box to authorize direct credits or debits

[Back to Top](#)

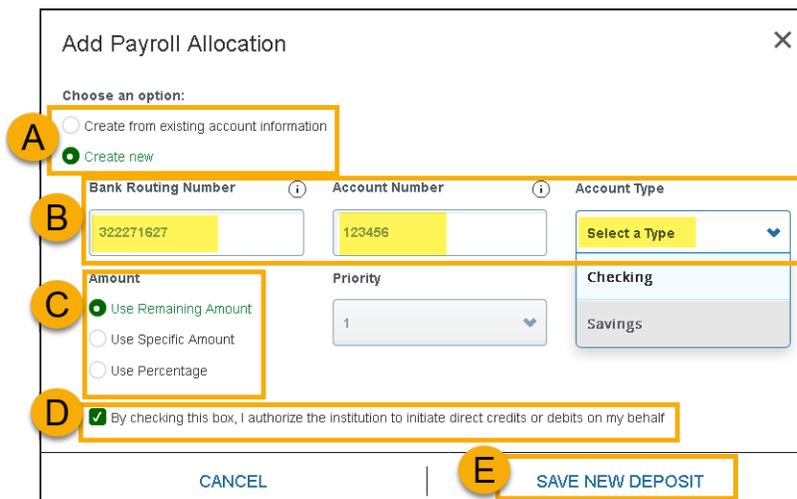
ADD BANKING INFORMATION

*** If replacing an existing bank: **Delete** the existing bank BEFORE adding the new.

1. Select **Direct Deposit Information** from the Employee Dashboard
2. Select **Add New** under Direct Deposit



3. Enter Banking Information



A. **Create new** *OR* Create from existing account information (copy)

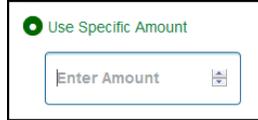
- B. **Enter**
- Bank Routing Number
 - Account Information
 - Account Type

C. **Amount**

- **Use Remaining Amount** MUST be selected on one account. If only one bank account is entered, the entire paycheck is considered “remaining.”

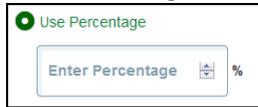
Last Updated April 4, 2019

- **Use Specific Amount:** Select the amount to be deposited



A screenshot of a form titled "Use Specific Amount". It features a radio button that is selected, followed by a text input field with the placeholder text "Enter Amount" and a small dropdown arrow on the right side of the field.

- **Use Percentage:** Select percentage of paycheck to be deposited



A screenshot of a form titled "Use Percentage". It features a radio button that is selected, followed by a text input field with the placeholder text "Enter Percentage", a small dropdown arrow, and a percentage sign (%) to the right of the field.

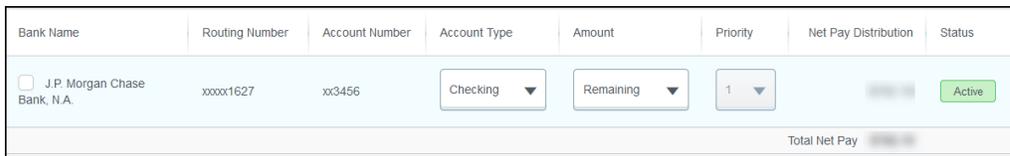
- D. Check **Box** to authorize the account and Click **Save New Deposit**



A screenshot of a checkbox that is checked, with the text "By checking this box, I authorize the institution to initiate direct credits or debits on my behalf" to its right.

- E. Click **Save New Deposit**

4. Verify accurate information is entered. **Incorrect banking information will delay receipt of payroll funds up to 2 weeks.**



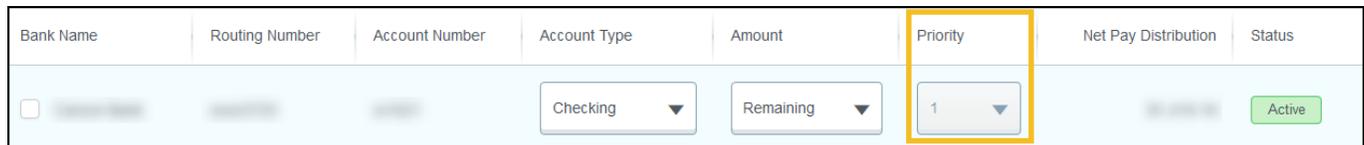
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> J.P. Morgan Chase Bank, N.A.	xxxx1627	xx3456	Checking ▼	Remaining ▼	1 ▼		Active
Total Net Pay							

[Back to Top](#)

Banking Priority

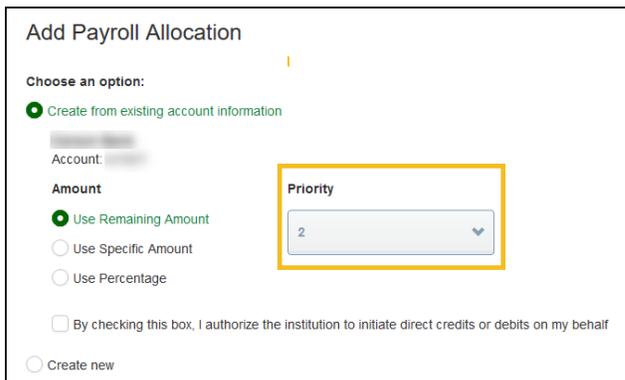
Up to **6 different banking accounts** can be added to your direct deposit information. You have the ability to select the banking priority or order of the deposits.

For example: A \$200 deposit can be set up to go into a saving's account with the remaining to be placed in checking. The priority could be set with the Savings account set as 1 and the checking as 2.



Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/>			Checking ▼	Remaining ▼	1 ▼		Active

- When setting up additional banking information, click the dropdown arrow under **Priority** to select the order of the deposit.

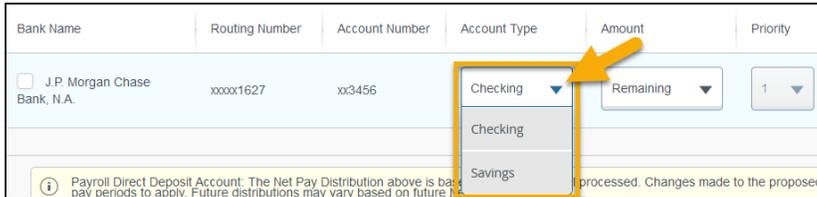


A screenshot of the "Add Payroll Allocation" form. It has a section "Choose an option:" with a radio button selected for "Create from existing account information". Below this, there are fields for "Account:" and "Amount:". Under "Amount:", there are three radio buttons: "Use Remaining Amount" (selected), "Use Specific Amount", and "Use Percentage". To the right of the "Amount:" field is a "Priority" dropdown menu with the number "2" selected. At the bottom, there is a checkbox for authorization and a "Create new" radio button.

[Back to Top](#)

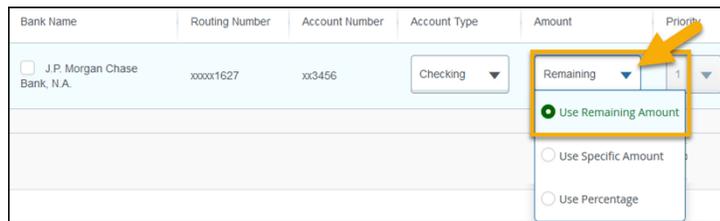
REVISE EXISTING BANKING INFORMATION

1. Select **Direct Deposit Information** from the Employee Dashboard
2. Locate Account Type and/or Amount to be revised
3. **Account Type:**
 - Select the type of account from the drop down list



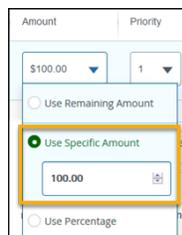
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority
<input type="checkbox"/> J.P. Morgan Chase Bank, N.A.	xxxxx1627	xx3456	Checking	Remaining	1

4. **Amount:**
 - Select an option from the drop down list:
 - **Use Remaining Amount:** *Remaining Amount can be selected on one account. If only one bank account is entered, the entire paycheck is considered "remaining".*



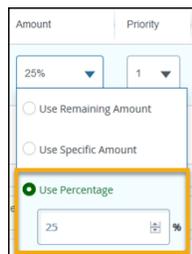
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority
<input type="checkbox"/> J.P. Morgan Chase Bank, N.A.	xxxxx1627	xx3456	Checking	Remaining	1

- **Use Specific Amount:** Select the deposit amount.



Amount	Priority
\$100.00	1

- **Use Percentage:** Select a percentage of paycheck to be deposited.



Amount	Priority
25%	1

5. **Check the box** at the bottom of the window authorizing the Direct Deposit.



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

Cancel Changes Save Changes

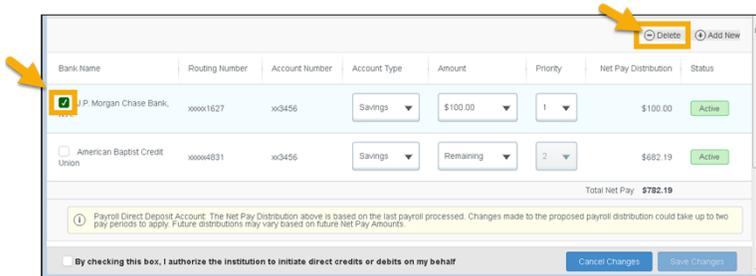
6. Click **Save Changes**.

[Back to Top](#)

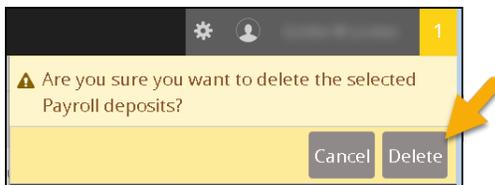
DELETE BANKING INFORMATION

*** If replacing an existing bank: **Delete** the existing bank BEFORE adding the new.

1. Select **Direct Deposit Information** from Employee Dashboard
2. **Check** the box on the left of the bank to be removed and click **Delete**



3. Select **Delete** on Warning message toward the top of the page



[Back to Top](#)

CONTACT INFORMATION

Need Help?

Contact:

Direct Deposit, Payroll, or Tax Information: Payroll Office: payroll@wichita.edu

Personal or Employment Information: Human Resource Service Center: HR.ServiceCenter@wichita.edu

Benefit Information: Human Resources Total Rewards: totalrewards@wichita.edu

Password Assistance: Technology Help Desk: (316) 978-HELP or helpdesk@wichita.edu

[Back to Top](#)