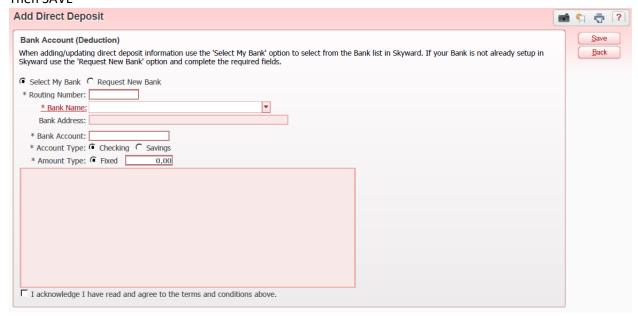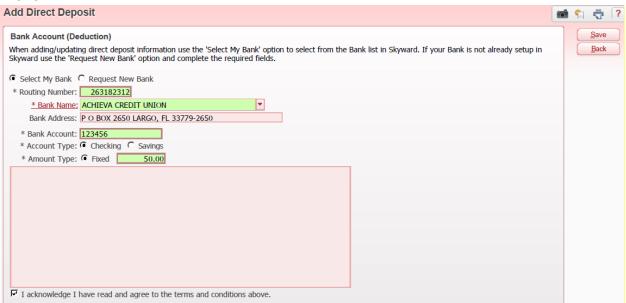**ADDING A NEW BANK FOR DIECT DEPOSIT OF NET PAY**

- Go To Employee Access-Employee Information-Personal Information
- Payroll Tab-Direct Deposit
- Change Primary Account (Right side of page)
- **(DO NOT USE REQUEST NEW BANK)**
- Select My Bank
- Routing Number
- Bank name will auto populate with bank name and address if in Skyward.
- If the bank doesn't show **(STOP)** and contact the payroll department
- Account Type: Checking or Savings
- Check box at bottom of the page acknowledging the change.
- Then SAVE

10/11/2019

ADDING DIRECT DEPOSIT INFORMATION TO EMPLOYEE ACCESS FOR SPECIFIC AMOUNT

- Go To Employee Access-Employee Information-Personal Information
- Payroll Tab-Direct Deposit
- Add Deduction Bank (Right side of the page)
- **(DO NOT USE REQUEST NEW BANK)**
- Select My Bank
- Routing Number
- Bank name will auto populate with bank name and address if in Skyward.
- If the bank doesn't show **(STOP)** and contact the payroll department
- Account Type: Checking or Savings
- Amount Type: Fixed and the amount you would like to be deducted.
- Check box at bottom of the page acknowledging the change.
- Then SAVE

Add Direct Deposit

Bank Account (Deduction)
When adding/updating direct deposit information use the 'Select My Bank' option to select from the Bank list in Skyward. If your Bank is not already setup in Skyward use the 'Request New Bank' option and complete the required fields.

Save   Back

- ○ Select My Bank   ○ Request New Bank
- * Routing Number: 263182312
- * Bank Name: ACHIEVA CREDIT UNION
- Bank Address: P O BOX 2650 LARGO, FL 33779-2650
- * Bank Account: 123456
- * Account Type: ○ Checking   ○ Savings
- * Amount Type: ○ Fixed   50.00

☑ I acknowledge I have read and agree to the terms and conditions above.

Then the payroll department will approve and add the bank to the employees information

10/11/2019