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

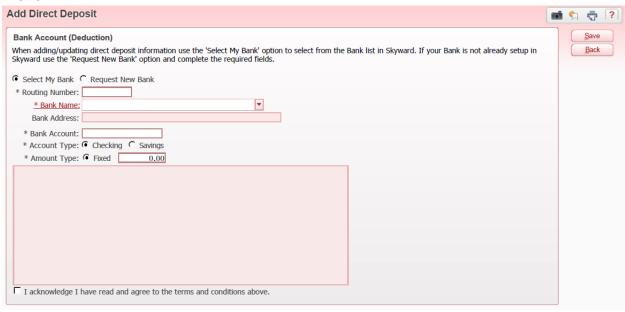
Bank name will auto populate with bank name and address if in Skyward.

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



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.

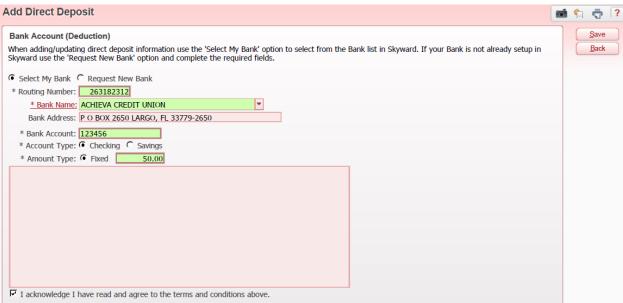
If the bank doesn't show (STOP) and contact the payroll department

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



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