

ADDING A NEW BANK FOR DIRECT 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

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.

☒ Select My Bank ☐ Request New Bank

* Routing Number:

* Bank Name:

Bank Address:

* Bank Account:

* Account Type: ☒ Checking ☐ Savings

* Amount Type: ☒ Fixed

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

Save
Back

ADDING DIRECT DEPOSIT INFORMATION TO EMPLOYEE ACCESS FOR SPECIFIC AMOUNT

10/11/2019

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.

☒ 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.

Save Back

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