

Direct Deposit sign-up



Signing up for direct deposit through your Employee Dashboard is easy.
Sign in to your Employee Dashboard, then select Direct Deposit Information.

Previous • Direct Deposit Allocation

Pay Distribution as of 12/31/2018

Bank Name	Routing Number	Account Number	Account Type
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Proposed Pay Distribution

You have not added any payroll allocations yet. Click "Add New" to add an allocation.

Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Accounts Payable Deposit

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

1. Click on Add New



Add Payroll Allocation

Choose an option:

Create from existing

Create new

Bank Routing Number

Account Number

Account Type

Amount

Use Remaining Amount

Use Specific Amount

Use Percentage

Priority

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

2. Add Bank Routing Number, Account Number and Type (Checking or Savings)



3. Leave "Use Remaining Amount" and "Priority 1" if only setting up one account.



4. Click the box to authorize and click "Save New Deposit" on bottom right.

Your Direct Deposit is now setup as a Prenote to test the bank account. You will have one more paper check to pick up then will start receiving your pay checks through Direct Deposit.

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Additional Helpful Notes:

If your bank name is not displayed after entering the Bank routing Number or you receive an error message, please email payroll@washburn.edu for assistance as this means that the bank you are trying to use is not yet setup in our system.

Note: The Bank Routing Number and the Account Number are found on your checks here:

Sample Check:

A sample check form with fields for 'NAME ADDRESS CITY, STATE ZIP', 'DATE', 'PAY TO THE ORDER OF', 'FOR', 'BANK NAME ADDRESS CITY, STATE ZIP', and 'DOLLARS'. At the bottom, the MICR line is shown: '⑆ 234 56 78 ⑆ 0 234 56 78 90 ⑆ 23 ⑆'. Brackets below the MICR line identify '234 56 78' as the 'Bank Routing Number', '0 234 56 78 90' as the 'Bank Account Number', and '23' as the 'Check Number'. A large 'Sample' watermark is overlaid on the form.

****ACCOUNT NUMBER IS NOT YOUR DEBIT CARD NUMBER**



Use Percentage: A particular percentage of your check that you would like to go into the account. (Example: 10% to a savings account)

Use Specific Amount: A specific dollar amount that you'd like deposited (Example: \$100.00 to a savings account)

Use Remaining Amount: The remaining balance of your check after funds have gone to other accounts set up for your direct deposit. If you only have one account it will receive all the funds and should be set as your remaining balance.

Priority: Is the order that the computer uses to deposit funds in the accounts. Example: If you only have one account setup, it will be a priority one. If you have two accounts setup and have \$100 going to a savings, it will be a priority one (the computer will do this deposit first), and the remaining amount will be a priority two (the computer will deposit all remaining funds to this account second after the first action).