

ctiment:

EMPLOYEE SELF-SERVICE: EMPLOYEE DASHBOARD

Employee Dashboard: Direct Deposit



Last Updated April 4, 2019

- 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

3.

- 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

P P P P P P P P P P P P P P P P P P P
a 🔪 👘 👘 👘 👘 👘 👘 👘 👘 👘 👘 👘 👘 👘
Delete Arth New
ave pot addred a prezial direct depost account(s), Chick "Ards New In addi an account(s). Priveril will control the presisted via Direct/Deposit, na pares theore will be bound.
Defete Add New
an se se de la companya de la company
Enter Banking Information

Add_Payroll_Allocation	**************************************
	Choose an option:
	Landenstaniensen in Second um und määnden
Basels Development and the set	
031905 or 7000	
Amount	Priority
Savings	;/Use-Remaining: <u>Amount=</u>
	Use Specific Amount
	Use Percentage
to initiate direct credite or dehite on my hebalf	
CANCEL.	E SAVE NEW DEROSIT

- A. Create new **OR**Create from existing account information (copy)
- B. Enter
 - o Bank Routing Number
 - o Account Information
 - o Account Type
- C. Amount
 - Use Remaining Amount <u>MUST</u> be selected on one account. If only one bank account is entered, the entire paycheck is considered "remaining."



Last Updated April 4, 2019

Em (3.6889881) Tf E1SeQ) T829 j42 200 down 3E51189.1423.03835-60 0288eept1 001050.400003014070288 n4 858409.1520 B9.5 ABB1 101 0T f 11 00





Last Updated April 4, 2019

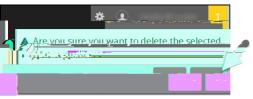
DELETE BANKING INFORMATION

*** 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
PassworTj ()Tj 17.3.79999924 h W n 6s 11	