

1. Create a new Direct Deposit

1. Log into Employee Access, and select Employee Information, then Personal Information.



- 2. Open the Payroll menu and select Direct Deposit.
- 3. Click the **Add Net** button if this is your first entry, or **Add Deduction Bank** if you are adding another direct deposit entry.

	Employee: DUCK DONALD FAUNTLEROY						
Employee Info	rect Deposit						
Address	News: General ▼ Filters: Skyward Default Clone ▼	7 🖩 🖲 💩					
Personner Pavroll	pe Code Description Account Type Bank Bank Account	Routing Number					
Checks Check Estimator Calendar YTD Fiscal YTD History Report	here are no records to display; check your filter settings,						

- Make the appropriate selection: Select My Bank or Request New Bank. Then enter your Routing Number,
 Bank Name, Bank Account number and select whether the deposit will go to your Checking or Savings.
- 5. Read the terms and conditions and click the box to acknowledge your agreement, then click the **Save** button.

?

Select My Bank Reque Routing Number: Bank Name:	st New Bank	
* Routing Number: * Bank Name:		
* Bank Name:		
)	*	
Bank Address:		
* Bank Account:		
* Account Type: Chec	king 🔘 Savings	
teimbursement transactions) nstitution indicated below. I sethel School District to debi irroneous credit. I understar Office by the 15th of the mor in addition to the primary dir specific dollar amount to be (by initiating credit entries to my account at the p in the event funds are erroneously deposited into r in y account for an amount not to exceed the orig id that I can cancel my direct deposit by written r ith. ect deposit, you may designate up to two addition leposited from your net payroll.	rimary financial my account, I authorize jinal amount of the sotification to the Payroll nal accounts with a

2. Edit a Direct Deposit

1. Select the entry you would like to edit from your available options and click either the **Change Primary Bank** or **Change Deduction Bank** button.

Prof Development	+	Employ	ee: DU	CK DONALD FAUNT	LEROY								
Assignments		Direct Deposit											
Payroll Checks Check Estimator Calendar YTD		Views:	Genera	al 🔻 📕 <u>Filters:</u> Sky		T 🛄 🕙 💩 Change Primar							
		Type 🔺	Code	Description	Account Type	Bank	Bank Account	Routing Number		Bank			
	100	10	10	10	Net		Net	Checking	MCDUCK CAPITAL	1947XXXXXXXXXXXXXXXXXXX	000001947	-	- Add Deduction
		Ded	J1234	SECOND BANK	Checking	MM CREDIT UNION	1928XXXXXXXXXXXXXXXXXXXX	000001928		Bank			
Fiscal YTD History Report	20									Change Deduction Bank			
Direct Deposit										Delete Rar			

- 2. Update the appropriate information, Routing Number, Bank Name, Bank Account and/or Account Type.
- 3. Read the terms and conditions and click the box to acknowledge your agreement, then click the **Save** button.

	count (Net Pay)	58
hen adding/updati ank list in Skyward nd complete the re	ng direct deposit information use the 'Select My Bank' option to select fr If your Bank is not already setup in Skyward use the 'Request New Bar juired fields.	om the Bank' option
Select My Bank	Request New Bank	
* Routing Number	000001947	
* Bank Name	MCDUCK CAPITAL	
Bank Address		
* Bank Account	194700000	
* Account Type	Checking Savings	
termoursement transtitution indicated bethel School Distri irroneous credit. I Office by the 15th o n addition to the p pecific dollar amou	becomes by initiating create entries to my account at the primary finance below. In the event funds are erroneously deposited into my account, it to debit my account for an amount not to exceed the original amount understand that I can cancel my direct deposit by written notification to f the month. imary direct deposit, you may designate up to two additional accounts on in to be deposited from your net payroll.	lat I authorize of the the Payroll with a

3. Delete a Deduction Bank Direct Deposit

1. Select the deduction bank you would like to delete and click the **Delete Bank** button.

Note: You cannot delete your primary bank. Use the Change Primary Bank button to make any changes.

Views:	Genera	al 🔻 Filters: *Sk	yward Default	•	T 🖬 🗐 💩			
_		-		1	-	Routing		Bank
lype A	Code	Description	Account Type		Bank Account	Number		Add
Ded	J0118	SECOND BANK	Checking	INSPIRUS CREDIT UNION	120000000000000000000000000000000000000	325082266		Bank
			Burildenbelonke: 2					Change Deduction Bank

2. Confirm the deletion by clicking Yes on the Delete Direct Deposit Account pop-up window.

Delete Direct Deposit Account	(iii)
Are you sure you want to delete this	s bank account?.
Yes	No

4. Frequently Asked Questions

- I forgot my Skyward password. How can I reset it? Click on the Forgot your Login/Password? link on the Skyward login page and instructions will be sent to your Bethel email.
- 2. I forgot my Bethel email account information. How can I regain access? Contact Technology at x6767 for assistance.
- How long does it take for additions and/or changes to my Direct Deposit to take effect? Changes will be effective once reviewed and approved by payroll. Your entries will read "pending" until pre-note and approval.