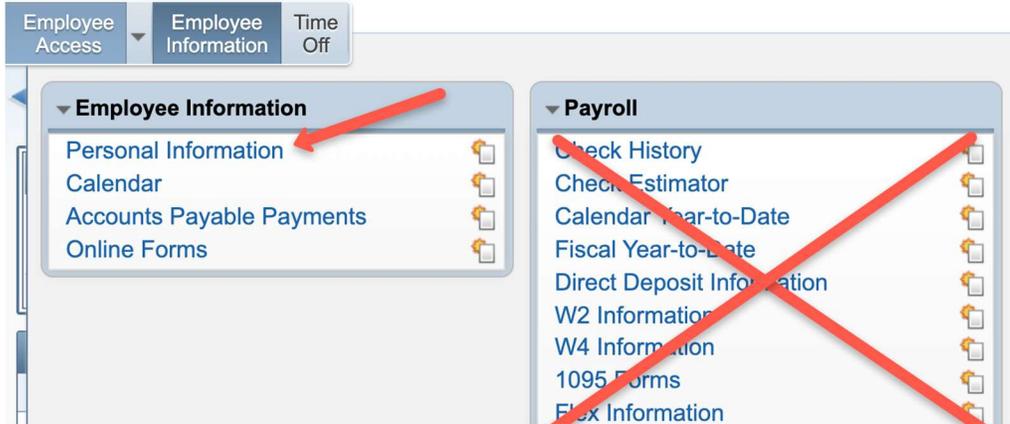




Employee Access: Direct Deposit

1. Create a new Direct Deposit

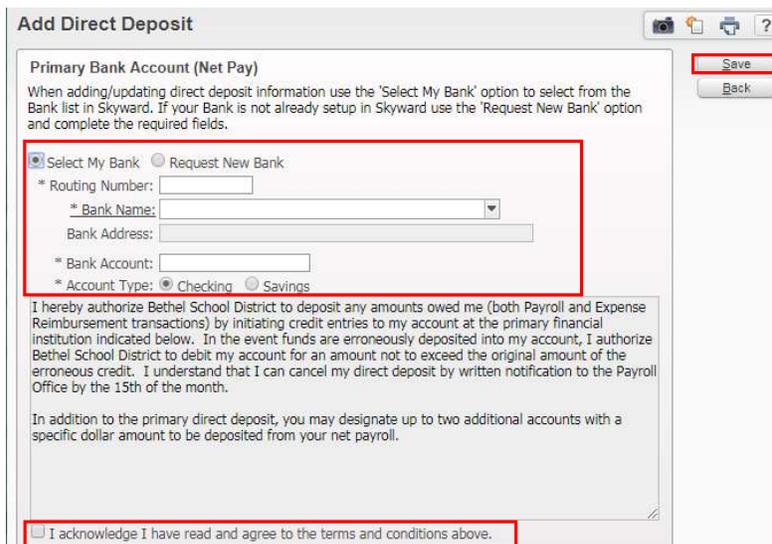
1. Log into **Employee Access**, and select **Employee Information**, then **Personal Information**.



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.



4. 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.



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.

Type	Code	Description	Account Type	Bank	Bank Account	Routing Number
Net		Net	Checking	MCDUCK CAPITAL	1947XXXXXXXXXXXXXXXXXX	000001947
Ded	J1234	SECOND BANK	Checking	MM CREDIT UNION	1928XXXXXXXXXXXXXXXXXX	000001928

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.

Primary Bank Account (Net Pay)

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: 000001947

* Bank Name: MCDUCK CAPITAL

Bank Address:

* Bank Account: 194700000

* Account Type: Checking Savings

I hereby authorize Bethel School District to deposit any amounts owed me (both Payroll and Expense Reimbursement transactions) by initiating credit entries to my account at the primary financial institution indicated below. In the event funds are erroneously deposited into my account, I authorize Bethel School District to debit my account for an amount not to exceed the original amount of the erroneous credit. I understand that I can cancel my direct deposit by written notification to the Payroll Office by the 15th of the month.

In addition to the primary direct deposit, you may designate up to two additional accounts with a specific dollar amount to be deposited from your net payroll.

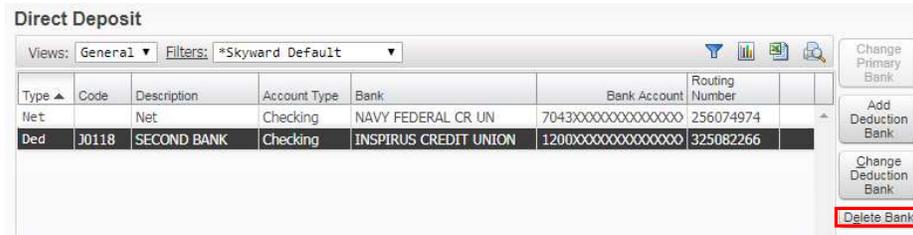
I acknowledge I have read and agree to the terms and conditions above.

Asterisk (*) denotes a required field

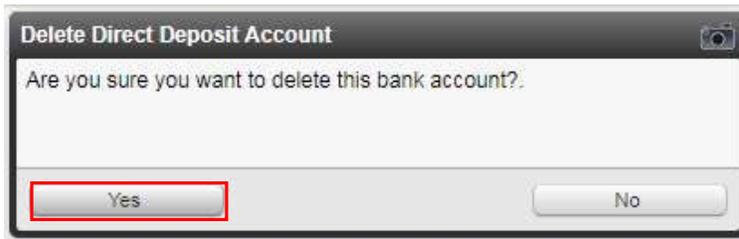
3. Delete a Deduction Bank Direct Deposit

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.



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



4. Frequently Asked Questions

1. 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.
3. 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.