

Instructions to Add or Change Direct Deposit Information

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Where to go in Skyward

Employee Access - 05.17.10.00.04 - Google Chrome

Secure | <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinveronawi/semhom01.w>

Justin Timberlake Account Preferences Exit ?

Home Employee Information Time Off Expense Reimbursement Online Open Enrollment

Employee Information

- Personal Information
- Calendar
- Modify HR Calendar Events
- Accounts Payable Payments
- Online Forms

Payroll

- Check History
- Check Estimator
- Calendar Year-to-Date
- Fiscal Year-to-Date
- Direct Deposit Information
- W2 Information
- W4 Information
- 1095 Forms

Queue

Login to Skyward Employee Access. Select **Employee Information**, then **Personal Information**.

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Personal Information - 05.17.10.00.04 - Google Chrome
 Secure | https://skyward.iscorp.com/scripts/wsisd.dll/WService=wsfinveronawi/rempltabs001.w

Justin Timberlake Account Preferences Exit ?

Home Employee Information Time Off Expense Reimbursement Online Open Enrollment

Personal Information ☆

Employee: TIMBERLAKE JUSTIN

Employee Info

View History

Employee Information

Request Changes

Name

Former Name:	<input type="text"/>	Conf. Yes
Spouse Name:	<input type="text"/>	Conf. No

Phone

Phone 1:	(608) <input type="text"/>	Ext: <input type="text"/>	Conf. No
Phone 2:	(608) <input type="text"/>	Ext: <input type="text"/>	Conf. No
Phone 3:	(608) <input type="text"/>	Ext: <input type="text"/>	Conf. No

1st Email: Type:

2nd Email: Type:

3rd Email: Type:

Ethnicity: Hispanic/Latino?
 Federal Race: 1-American Indian or Alaskan Native
 2-Asian

Choose Direct Deposit

Changing your Primary Bank Account for Direct Deposit

The screenshot shows the Skyward HR system interface for Justin Timberlake. The main content area is titled "Direct Deposit" and displays a table with one record. A callout box with the text "Select *Change Primary Bank*" points to the "Change Primary Bank" button on the right side of the table.

Employee: TIMBERLAKE JUSTIN

Views: General Filters: *Skyward Default

Type	Code	Description	Account Type	Bank	Bank Account	Routing Number	
Net		Net	Checking	1ST COMMUNITY CREDIT UI	555500000000000000	275981909	Change Primary Bank Add Deduction Bank

20 1 records displayed Code: ABC

Edit Direct Deposit - 05.17.10.00.04 - Google Chrome

Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinveronawi/rngen1edit033.w?isPopup=true

Edit Direct Deposit

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:

* Bank Name:

Bank Address:

* Bank Account:

* Account Type: Checking Savings

I hereby authorize the Verona Area School District to initiate credit entries and, if necessary, initiate any debit entries to correct an erroneous credit entry to my account at the financial institution(s) listed below. I acknowledge that the origination of these ACH transactions to my account must comply with the provisions of US law.

I understand that this authorization replaces any previous authorization and will remain in full force and effect until the Payroll Department of the Verona Area School District has received written notification from me of its termination in such time and manner as to afford all parties a reasonable opportunity to act on it.

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

Asterisk (*) denotes a required field

Save
Back

Make changes and check the box to acknowledge terms.
Then choose **Save**

When selecting or adding a bank, please make sure to verify the routing number. It is important that the routing number matches your bank, even if the bank name in Skyward is different than your bank name. Banks change names frequently, so we may not have made the name change in Skyward.

When entering the routing number or account number ensure to enter every number. If each number is not entered this will affect your direct deposit.

Example: Account number is 000123456 (you must enter the zeros)

Direct Deposit - 05.17.10.00.04 - Google Chrome

Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinveronawi/rempltabs001.w

Justin Timberlake Account Preferences Exit ?

Home Employee Information Time Off Expense Reimbursement Online Open Enrollment

Personal Information ☆

Demographic
Employee Info
Address

Personnel

Payroll
Checks
Check Estimator
Calendar YTD
Fiscal YTD
History Report
Direct Deposit
W2 Information
W4 Information

Time Off Status

Sub Transactions

AP Payments

Employee Letters

Custom Forms
Emergency Contacts
Attachments
Web Post

Employee: TIMBERLAKE JUSTIN

Direct Deposit

Views: General Filters: *Skyward Default

Type	Code	Description	Account Type	Bank	Bank Account	Routing Number	Pending Status
Net		Net	Checking	1ST COMMUNITY CREDIT UI	5555XXXXXXXXXXXX	275981909	Pending Request

20 1 records displayed

Change Primary Bank
Add Deduction Bank
Pending Approvals

Your changes will be pending until approved. Depending on the timing of your request and our payroll process, your request may or may not take effect with the next payroll.

If you need it to take effect with a certain pay period, contact Sara Jensen at ext. 4021 or email sara.jensen@chisd.net.

Adding a second bank account for Direct Deposit

The screenshot shows the Skyward HR system interface. At the top, the browser address bar displays the URL: `https://skyward.iscorp.com/scripts/wsisd.dll/WService=wsfinveronawi/rempltabs001.w`. The user is identified as Justin Timberlake. The main navigation menu includes Home, Employee Information, Time Off, Expense Reimbursement, and Online Open Enrollment. The current page is titled "Personal Information" and shows the employee's name as "TIMBERLAKE JUSTIN".

The "Direct Deposit" section is active, displaying a table with the following data:

Type	Code	Description	Account Type	Bank	Bank Account	Routing Number	Pending Status
Net		Net	Checking	1ST COMMUNITY CREDIT UI	555500000000000000	275981909	Pending Request

Below the table, it indicates "1 records displayed". To the right of the table, there are three buttons: "Change Primary Bank", "Add Deduction Bank", and "Pending Approvals". A callout box with the text "Choose **Add Deduction Bank**" has an arrow pointing to the "Add Deduction Bank" button.

Add Direct Deposit - 05.17.10.00.04 - Google Chrome

Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinveronawi/rgen1edit033.w?vTypeAct=Ded...

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 hereby authorize the Verona Area School District to initiate credit entries and, if necessary, initiate any debit entries to correct an erroneous credit entry to my account at the financial institution(s) listed below. I acknowledge that the origination of these ACH transactions to my account must comply with the provisions of US law.

I understand that this authorization and effect until the Payroll Department notification from me of its termination opportunity to act on it.

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

Asterisk (*) denotes a required field

Save
Back

Enter information, check the box to acknowledge the terms and choose **Save**.

The dollar amount you enter will be deposited each pay period.

When selecting or adding a bank, please make sure to verify the routing number. It is important that the routing number matches your bank, even if the bank name in Skyward is different than your bank name. Banks change names frequently, so we may not have made the name change in Skyward.

When entering the routing number or account number ensure to enter every number. If each number is not entered this will affect your direct deposit.

Example: Account number is 000123456 (you must enter the zeros)

Direct Deposit - 05.17.10.00.04 - Google Chrome
Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinveronawi/rempltabs001.w
Justin Timberlake Account Preferences Exit ?

Home Employee Information Time Off Expense Reimbursement Online Open Enrollment

Personal Information ☆ Favorites New Window My Print Queue

Employee: TIMBERLAKE JUSTIN

Direct Deposit

Views: General Filters: *Skyward Default

Type	Code	Description	Account Type	Bank	Bank Account	Routing Number	Pending Status
Net		Net	Checking	1ST COMMUNITY CREDIT UI	5555XXXXXXXXXXXX	275981909	Pending Request

20 1 records display

Change Primary Bank Add Deduction Bank Pending Approvals

Choose Pending Approvals to view your new information. Your information will be pending until approved.

Depending on the timing of your request and our payroll process, your request may or may not take effect with the next payroll.

If you need it to take effect with a certain pay period, contact Sara Jensen at ext. 4021 or email sara.jensen@chisd.net

Changing the deposit amount for your second Direct Deposit account

The screenshot shows the Skyward HR system interface. The user is Justin Timberlake, and the page is titled "Direct Deposit". The employee name is "TIMBERLAKE JUSTIN". The "Direct Deposit" section displays a table with two records:

Type	Code	Description	Account Type	Bank	Bank Account	Routing Number
Net		Net	Checking	1ST COMMUNITY CREDIT UI	4444XXXXXXXXXXXXXX	275981909
Ded	CHKA1	DDP CHKG AMT1	Savings	1ST COMMUNITY CREDIT UI	9999XXXXXXXXXXXXXX	275981909

On the right side of the table, there are four buttons: "Change Primary Bank", "Add Deduction Bank", "Change Deduction Bank", and "Delete Bank". A callout box with the text "Choose *Change Deduction Bank*" has an arrow pointing to the "Change Deduction Bank" button.

Edit Direct Deposit

[Save](#)

[Back](#)

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 hereby authorize the Verona Area School District to initiate credit entries and, if necessary, initiate any debit entries to correct an erroneous credit entry to my account at the financial institution(s) listed below. I acknowledge that the origination of these ACH transactions to my account must comply with the provisions of US law.

I understand that this authorization replaces any previous authorization and will remain in full force and effect until the Payroll Department of the Verona Area School District has received written notification from me of its termination in such time and manner as to afford all parties a reasonable opportunity to act on it.

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

Enter new amount, check box to acknowledge terms and choose **Save**.

Asterisk (*) denotes a required field

Direct Deposit - 05.17.10.00.04 - Google Chrome
Secure | https://skyward.iscorp.com/scripts/wsisadll/WService=wsfinveronawi/rempltabs001.w
Justin Timberlake Account Preferences Exit ?

Home Employee Information Time Off Expense Reimbursement Online Open Enrollment

Personal Information ☆ Favorites New Window My Print Queue

Employee: TIMBERLAKE JUSTIN

Direct Deposit

Views: General Filters: *Skyward Default

Type	Code	Description	Account Type	Bank	Bank Account	Routing Number	Pending Status
Net		Net					
Ded	CHKA1	DDP CHKG AMT1	S				Request

Change Primary Bank
Add Deduction Bank
Change Deduction Bank
Delete Bank
Pending Approvals

Your information will be pending until approved.
Depending on the timing of your request and our payroll process, your request may or may not take effect with the next payroll.
If you need it to take effect with a certain pay period, contact Sara Jensen at ext. 4021 or email sara.jensen@chisd.net

20 2 records displayed Code: ABC