

Direct Deposit Changes 2025

Direct Deposit Guideline

Changes to your direct deposit process

What are the changes?

We are excited to offer a new convenient way to update your direct deposit information. Employees can now update their direct deposit details online through our self-service website. If you would like to update your banking information, follow the step-by-step direct deposit change instructions.

Before

1. Changes to direct deposit can only be made in person in the Payroll Office
2. Only one bank account available for direct deposit

Now

1. Changes can be made online
2. Up to 2 Bank accounts available and the ability to split your pay into the accounts

Please note it will take one pay period before the changes take place. If you open a new bank account, your paycheck will default to a live check until the direct deposit change is processed. Your paycheck can be mailed to your residence or sent inter-office to building location.



The effective dates displayed on WincapWeb may not always reflect actual processing times, as delays can occur during periods of high volume. We recommend you plan accordingly before initiating or making any changes.



Guideline



How to set up your Direct Deposit online: Step-by Step Guide

This Guideline document contains the following information

➤ Steps to follow to update your direct deposit (Details for each step is outlined in the document)

- | | |
|---------------|---|
| Step 1 | How to log onto the employee self service portal |
| Step 2 | Locate the My direct deposit allocations tab |
| Step 3 | Choose effective date & add change request field |
| Step 4 | Add new account |
| Step 5 | How to update new banking information |
| Step 6 | Examples of how you can split your pay between accounts |

➤ Frequently Asked Questions (FAQs)

➤ Contact Information for additional help

Step 1: How to log on to your self-service account

- 1 Log onto WinCapWeb at <https://wincapweb.com/>
- 2 Use your school email address & password. If you do not have a WinCapweb account & need to make changes, please contact the payroll department.



The screenshot shows the WinCapWEB login interface. At the top is a navigation bar with links: Home, Requisitions, Professional Development, Employee Self-Service, Payroll Vouchers, Timesheets, BOCES Services, Accounts Payable Vouchers, and Support Center. Below this is a 'myWinCap' login box on the left, highlighted with a red rectangle. It contains fields for 'Username (email):' and 'Password:', a 'Login' button, and a 'Forgot Password?' link. The main content area features a 'Welcome to WinCapWEB' message, stating it's an online suite of tools for the WinCap Financial & HR Management System. To the right of a central graphic are five service boxes: 'Employee Self-Service' (lookup/print info, initiate requests), 'Electronic Timesheets' (maintain/approve timesheets), 'Electronic Payroll Vouchers' (submit/track claims), 'Professional Development' (manage activities), and 'Requisitions' (initiate purchase requests). At the bottom right is a 'myWinCap' box for personalizing the experience. A 'Get access from anywhere' section on the left of the main content area states that users can access their account from any computer connected to the internet, at home or at work.

WinCapWEB
FINANCIAL & HR MANAGEMENT

Home Requisitions Professional Development Employee Self-Service Payroll Vouchers Timesheets BOCES Services Accounts Payable Vouchers Support Center

WinCapWeb

Welcome to WinCapWEB
An online suite of tools to complement the **WinCap** Financial & HR Management System

myWinCap
Username (email):
Password:
Login
Forgot Password?

Get access from anywhere
You can access your **WinCapWEB** account from any computer connected to the internet; at home or at work.

- Employee Self-Service**
Lookup and print personal information; initiate requests and track approvals.
- Electronic Timesheets**
Maintain and approve timesheets for time worked and daily absences.
- Electronic Payroll Vouchers**
Submit and track claims for work duties and stipends not based on an hourly or per diem rate.
- Professional Development**
Manage professional development activities on a district-wide and individual employee basis; online registrations.
- Requisitions**
Initiate purchase requisitions and select items from vendor catalogs and district bids.
- myWinCap**
Personalize your WinCapWEB experience.

Step 2: Locate My Direct Deposit Allocations tab

1

Under the **Employee self-service** tab: click on **My Direct Deposit Allocations**.



Step 3: Choose effective date & Add change request field

- 1 Choose your effective date before you add any changes
- 2 To update your current banking information, click on the **+ add change request icon**.
Your current direct deposit allocations will be visible.

Effective Date

01/31/2025 ▼

Note: If adding a new direct deposit, there must be at least one paycheck date between now and the effective date to allow enough time for the pre-notification process to be completed.
If you plan to add a new direct deposit, change the effective date first otherwise you will lose any changes you have made when selecting a new effective date.

Employee Direct Deposit Allocations Changes

+ Add Change Request

1-1 of 1 First | Previous | Next | Last

Step 4: Add new account

1

Click on the **+** icon to update your account information. You will now be able to enter your account information.

Employee Direct Deposit Allocations

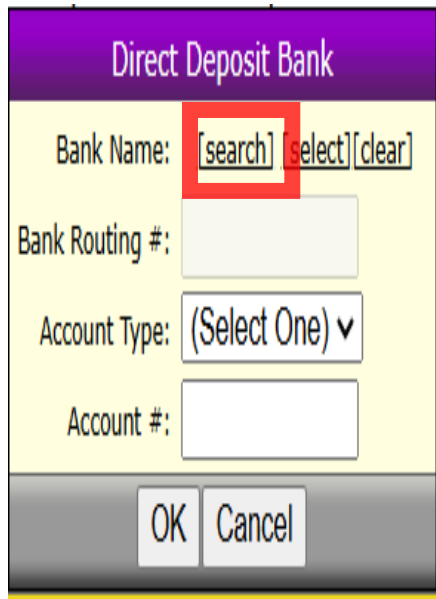


1-1 of 1 First | Previous | Next | Last

Step 5: How to update your banking information

1

Click on the search field to look up the bank you would like add.



Direct Deposit Bank

Bank Name: [search] [select] [clear]

Bank Routing #: [text box]

Account Type: (Select One) v

Account #: [text box]

OK Cancel

2

Enter Bank name to locate routing number



Bank Name: [search] [select] [clear]

Bank Routing #: **BANK NAME**

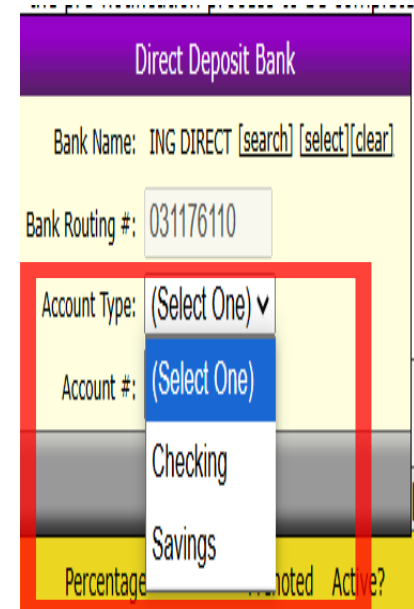
Account Type: [text box]
Type some text in the box above to search for an item.

Account #: [text box]

OK

3

Select account type



Direct Deposit Bank

Bank Name: ING DIRECT [search] [select] [clear]

Bank Routing #: 031176110

Account Type: (Select One) v

Account #: (Select One)

Checking

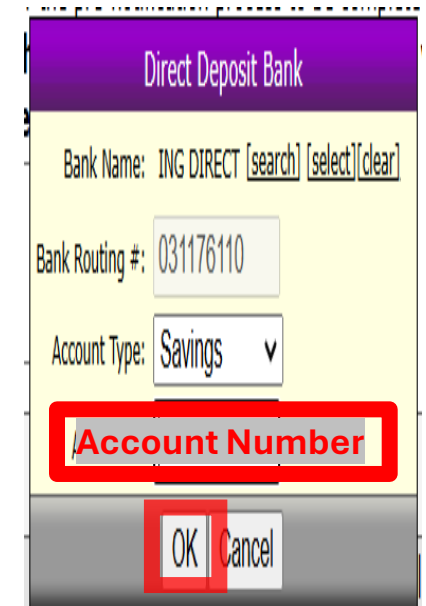
Savings

Percentage [text box] [text box] [text box] [text box] [text box] [text box] [text box] [text box] [text box] [text box]

Noted Active?

4

Enter bank account number & click OK



Direct Deposit Bank

Bank Name: ING DIRECT [search] [select] [clear]

Bank Routing #: 031176110

Account Type: Savings v

Account Number

OK Cancel



Please make sure the routing number and account number are correct then go ahead and click ok to save the changes.

Step 6: Examples of splitting pay between two accounts

Now you will be able to enter your account allocation selections. Please note you **cannot** have two fixed amounts. You must have percentage/percentage or percentage/fixed allocations.

EXAMPLE A: Split your pay using percentages between two accounts. Here is an example.

- Primary Account: You can distribute a percentage of your pay into this account. For example: 60% of your pay will stay in checking account.
- Secondary Accounts: You can also direct part of your pay into the second account, such as a savings account or separate checking account. For example: 40% will go into your savings.

These allocations should always add up to equal 100%.

Fixed Amount	Percentage	Prenoted	Active?	Action
0.00	60%	Yes	Yes	
0.00	40%	No	Yes	X
1-2 of 2 First Previous Next Last				

EXAMPLE B: Split your pay using a percentage & fixed amount between two accounts. Here is an example.

- Or you may choose to allocate 100% to your primary account and a fixed dollar amount to the secondary. For example: \$25.00 goes to the secondary account and everything else will default to the primary account.
- **Click update to process changes and OK to save. This will notify the payroll department about the change.**

Fixed Amount	Percentage	Prenoted	Active?	Action
0.00	100%	Yes	Yes	
\$25.00	0.000	No	Yes	X
1-2 of 2 First Previous Next Last				

FAQs about direct deposit



Where do I make direct deposit changes ?

All changes are made on our self-service website <https://wincapweb.com/>

What information do I need to set up my direct deposit ?

You will need your bank name, account number & routing number

How long does the direct deposit process take ?

It will take one pay period before the changes take place. This process is called Pre-Note to verify your banking information is correct

Can I have multiple direct deposit accounts ?

Yes, you may have up to a total of two different accounts.

Please note if there is a newly established direct deposit account your first paycheck will be live until the change is processed. You can have your check mailed to your residence or inter-officed to your school office for your convenience.

Can I deactivate my direct deposit account ?

Yes! Just log on the self -service portal under the My Direct Deposit Allocations tab & choose which account you would like to deactivate.



If you have any questions or need help, please contact the payroll department at [845-357-7783](tel:845-357-7783).