

To Update Direct Deposit through Skyward

Log into Skyward (employee access)

The image shows the top section of the Escambia County Public Schools website. At the top is a blue navigation bar with a "Menu" button. Below this is the school district's logo and name. A large black banner with colorful puzzle pieces on the left contains the text "Life is a puzzle, SOLVE IT BULLY FREE & DRUG FREE!". Below the banner is a blue navigation menu with icons and labels for various services: Quick Links, School Menus, FOCUS, School Bus, Enrollment Services, Gmail, Skyward (highlighted with a large yellow arrow), Careers, Canvas, and Kronos. The website URL www.escambiaschools.org is also visible.

Click on Employee Information > Personal Information

The image shows the Skyward employee information interface. At the top is the Skyward logo and the text "ESCAMBIA CO. SCHOOL DISTRICT - PRODUCTION". Below this is a navigation bar with "Home" and "Employee Information" tabs. The "Employee Information" tab is active, and a dropdown menu is open, showing a list of options: Personal Information (highlighted with a large yellow arrow), Calendar, Modify HR Calendar Events, Accounts Payable Payments, and Online Forms. To the right of this menu is a "Payroll" section with a list of options: Check Estimator, Calendar Year-to-Date, Fiscal Year-to-Date, Direct Deposit Information, W2 Information, W4 Information, and 1095 Forms. Each option in the payroll section has a small document icon next to it.

To Update Direct Deposit through Skyward

Click on Payroll > Direct Deposit

ESCAMBIA CO. SCHOOL DISTRICT
SKYWARD®

Home Employee Information

Personal Information

- Demographic
- Personnel
- Payroll
 - Checks
 - Check Estimator
 - Calendar YTD
 - Fiscal YTD
 - History Report
 - Direct Deposit
 - W2 Information
 - W4 Information
 - 1095 Forms

Employee: [Redacted]
Employee: [Redacted]
Employee: [Redacted]
Former [Redacted]
Spouse [Redacted]

Choose Option (either change primary or change deduction bank)

(Option A): Change Primary Bank (where your Net pay would be deposited to):

Employee: [Redacted]

Direct Deposit

Views: General Filters: *Skyward Default

Type	Code	Description	Account Type	Bank	Bank Account	Routing Number
Net		Net				
Ded	DDSV	DIR DEP SAVE				

Change Primary Bank
Change Deduction Bank

Edit Direct Deposit - 05/25/10 00:03 - Google Chrome

skyward-escprod.iscorp.com/scripts/wsisa.dll/WService=wsfinescambiafi/rge1edit033.w?isPopup=tr...

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 set up in Skyward use the 'Request New Bank' option and complete the required fields.

☒ Select My Bank ☐ Request New Bank

* Routing Number: [Redacted]
* Bank Name: [Redacted]
Bank Address: [Redacted]
* Bank Account: [Redacted]
* Account Type: ☒ Checking ☐ Savings
Approval Attachment: Choose File No file chosen

I hereby authorize the Escambia County 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) I have selected.

I understand that this authorization replaces any previous authorization and will remain in full force and effect until the Payroll Department of the Escambia County 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. Please allow up to 10 business days for processing the change request.

I understand I am responsible for verifying the changes are correct and notifying the Payroll Department if the changes are not correct or authorized. If I do not verify my changes are correct, and an error is discovered, I understand my error could be deducted on my 10 business days.

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

Asterisk (*) denotes a required field

To Update Direct Deposit through Skyward

(Option B): Change Deduction Bank (where a fixed amount of your pay may be sent to):

Employee: [REDACTED]

Direct Deposit

Views: General Filters: *Skyward Default

Type	Code	Description	Account Type	Bank	Bank Account	Routing Number
Net		Net				
Ded	DDSV	DIR DEP SAVE		[REDACTED]		

Buttons: Change Primary Bank, Change Deduction Bank, Delete Bank

Edit Direct Deposit - 05.25.10.00.03 - Google Chrome

skyward-escprod.iscorp.com/scripts/wsisa.dll/WService=wsfinescambiafl/rge1edit033.w?isPopup=tr...

Edit 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 set up in Skyward use the 'Request New Bank' option and complete the required fields.

☒ Select My Bank ☐ Request New Bank

* Routing Number: [REDACTED]

* Bank Name: [REDACTED]

Bank Address: [REDACTED]

* Bank Account: [REDACTED]

* Account Type: ☐ Checking ☒ Savings

* Amount Type: ☒ Fixed [REDACTED]

Approval Attachment: Choose File No file chosen

I hereby authorize the Escambia County 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) I have selected.

I understand that this authorization replaces any previous authorization and will remain in full force and effect until the Payroll Department of the Escambia County 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. Please allow up to 10 business days for processing the change request.

I understand I am responsible for verifying the changes are correct and notifying the Payroll Department if the changes are not correct or authorized. If I do not verify my changes are correct, and an error is discovered, I understand my account could be debited up to 10 business days.

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

Asterisk (*) denotes a required field

Click Save