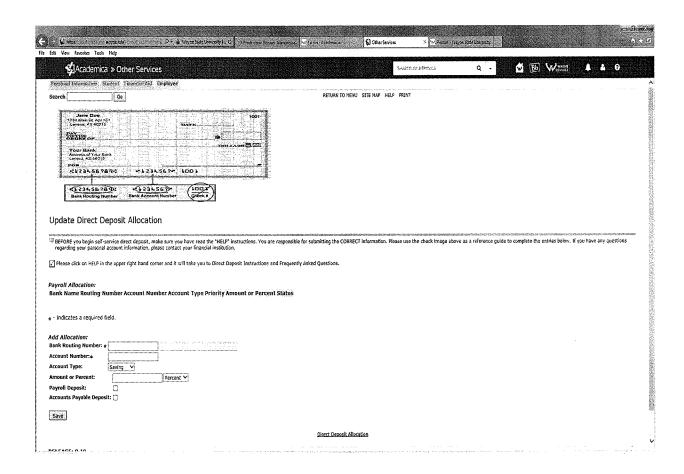# WAYNE STATE UNIVERSITY

Instructions for Initiating or Updating Multiple Direct Deposits

GENERAL INSTRUCTIONS

1. Log on to Academica (academica.wayne.edu)
2. Click on: Employee Resources
3. Click on: Employee Self Service
4. Click on: Other Services
5. Click on: Pay Information
6. Click on: Update Direct Deposit

The screen below will appear. You will be completing this screen and entering all information for each checking and/or savings account(s) (**3 account limit**) to direct your paycheck in.

IMPORTANT NOTES:

Revised 9/9/15

1.) You are responsible for entering your direct deposit information. Any incorrect information may result in a delay in receiving your funds. WSU will not be responsible for incorrect entry of information.

2.) The priority given to each account is <u>very</u> important. See Examples at the end of the instructions.

3.) Remember always and only check REMAINING AMOUNT BOX on your <u>last</u> account selected.

STEP BY STEP INSTRUCTIONS

Current WSU Direct Deposit Users <u>please skip to</u> **INSTRUCTIONS for CURRENT WSU USERS** if you are adding/changing accounts or amounts.

<u>NEW to WSU DIRECT DEPOSIT</u>:

Complete the fields as follows:
1.) Bank Routing Number:
   - ➢ U.S. Checking account, enter first nine (9) digits located on the bottom left portion of the check. **Refer to check image above.**
   - ➢ U.S. Savings account, please contact your financial institution to obtain the correct information.
   - ➢ The system will automatically insert the name of the financial institution associated with that routing number. Please confirm your institution.

2.) Account Number:
   - ➢ Enter account number omitting hyphens, spaces and special symbols
   - ➢ If unknown, contact your financial institution.
   - ➢ There is no system verification of account numbers. You are responsible for entering the correct account information. Incorrect information can delay your receipt of your funds.

3.) Account Type:
   - ➢ You **must** use the drop down box to select the account type, either **checking** or **savings**. Note: the default is Savings.

4.) Amount or Percent
   - ➢ If you are entering only one financial institution account, select 100%.
   - ➢ If you are entering more than one financial account, the first account(s) amount(s) should be dollars ONLY. **<u>DO NOT USE PERCENT!</u> !** The default is PERCENT. You need to change this to AMOUNT.

> The last financial institution should always be the remaining balance of net pay. Please refer to step #5 below.

5.) Remaining Amount: (This field will only appear after you have entered and saved at least one account.)
> Check this field only for the final account receiving a direct deposit of your net pay.

6.) Click SAVE
Repeat the steps above for each additional financial institution account.

7.) REORDER
> Once you have entered all of your information, you need to review the **Priority number** of each account. The priority determines the order of the amounts deposited in your accounts. Priority one (1) will be executed first, priority two (2) follows and then priority three (3) until the entire paycheck has been distributed. The financial institution you have designated to receive the remaining **Amount MUST** be your **last** priority.

> If you need to make any changes to the Priority number order, click the down arrow in the priority column related to the bank you want changed and reorder accordingly. Click the **REORDER** button, then **SAVE**.

8.) Please re-verify your allocation by double clicking on DIRECT DEPOSIT ALLOCATION located at the very bottom of the screen. This will indicate how your net pay will be distributed. If you need to make corrections at this point, click the BACK button at the top left corner of the screen. Any final changes can be made by reordering the priority numbers. Once changes are made, click **REORDER,** then **SAVE.** Remember, the highest priority number **must** be the remaining amount.

9.) To End your session, scroll to the top of the page and click EXIT.

INSTRUCTIONS for CURRENT WSU USERS:

If you currently have direct deposit with WSU payroll, your existing financial institution information appears when you click on **Update Direct Deposit**. A sample screen is shown below.

File   Edit   View   Favorites   Tools   Help

Back ⌄   Search   Favorites

Address http://web4pprd7.wayne.edu/pls/pprd7/bwpkhpay.P_UpdateDirectDeposit

Links   Wayne State University   Banner 2000   WebMail Login   C&IT Support   WSU Online Directory   Yahoo!   Google

Update Direct Deposit Allocation

☑ The new allocation has been saved successfully.

🔎 BEFORE you begin self-service direct deposit, make sure you have read the "HELP" instructions. You are responsible for submitting the CORRECT information. Please use the picture above as a reference guide to complete the entries below. If you have any questions regarding your personal account information, please contact your financial institution.

☑ Please click on HELP in the upper right hand corner and it will take you to Direct Deposit Instructions and Frequently Asked Questions.

Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
LaSalle Bank	072000805	11111	Savings	1 ▾	100.00%	Active

✱ – indicates a required field.
Add Allocation:

Bank Routing Number: ✱ [   ] [   ]

Account Number: ✱ [   ]

Account Type: [Saving ▾]

Remaining Amount: ☐

Amount or Percent: [   ] [Percent ▾]

[Save]

Done, but with errors on page.   Local Intranet

Start | Inbox - Microso... | Internet Native... | Internet Native... | direct deposit ... | PP 19-07 Ext ... | Update Direc... | « 5:02 PM

To change the allocation on your current account:
  ➢ Double click on the Bank Name that is highlighted in BLUE. This will allow you to make changes to your current direct deposit information for that account.
  ➢ SAVE any changes made.

To add new accounts, see instructions 1- 8 above for **NEW to WSU DIRECT DEPOSIT.** Remember that you **must REORDER (step #7)** the Priorities as directed above so that your last account receives the **remaining balance.**

CANCELING YOUR DIRECT DEPOSIT:

To cancel your direct deposit or to delete a financial institution account:
➢ Click the BLUE highlighted Bank Name for the account to be inactivated.
➢ Select the inactivate box.
➢ **SAVE.**
➢ **WARNING** –If you are inactivating the "remaining amount" account, you **must** select another account to receive the remaining amount. Failure to do this may result in a check being issued which may cause your direct deposit to be canceled for all future pay checks.
➢ **REORDER** your priorities if necessary. (See reordering step #7 above)

Questions can be directed to the Payroll Office at (313) 577-2138.

Direct Deposit Samples

Deposit Result if your Net Paycheck was $700.00

If you have only one account you need only check the remaining balance box $700

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Self-Services

Personal Information   Student and Financial Aid   Employee

Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

View Direct Deposit Information

The following accounts are listed in the order in which your pay will be distributed.

Pay Distribution as of Aug 08, 2007

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
Chase Bank, Michigan	072000326	700153901	Checking	700.00
Total Net Pay				700.00

Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution
LaSalle Bank	072000805	11111	Savings	1	100.00%	700.00
Total Net Pay						700.00

[Earnings History | Pay Stub | Deductions History]

RELEASE: 7.3

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Local Intranet

Start   Inbox – Micros...   Re: Direct De...   direct_deposit...   View Direct ...   Internet Nativ...   Internet Nativ...   8:29 AM

If you have two accounts you should:
　　　Enter and amount for Account 1 $ 100
　　　Check the remaining amount box for Account 2 $ 600

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Pay Distribution as of Aug 08, 2007

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
Chase Bank, Michigan	072000326	700153901	Checking	700.00
Total Net Pay				700.00

Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution
Michigan First CU	272078365	5555	Checking	1	$ 100.00	100.00
LaSalle Bank	072000805	11111	Savings	2	Remaining	600.00
Total Net Pay						700.00

[Earnings History | Pay Stub | Deductions History]

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Local intranet

Start   Inbox   Re: D...   direct...   View...   Intern...   Intern...   Docu...   Docu...   Docu...   8:34 AM

If you have three accounts you should:

Enter and amount for Account 1	$ 100
Enter and amount for Account 2	$ 200
Check the remaining amount box for Account 3	$ 400

File   Edit   View   Favorites   Tools   Help

Back   ·   ·   Search   Favorites

Address http://web4pprd7.wayne.edu/pls/pprd7/bwpkhpay.P_ViewDirectDeposit

Links Wayne State University   Banner 2000   WebMail Login   C&IT Support   WSU Online Directory   Yahoo!   Google

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Search [   ] [Go]   RETURN TO MENU   SITE MAP   HELP   EXIT

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Pay Distribution as of Aug 08, 2007

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
Chase Bank, Michigan	072000326	700153901	Checking	700.00
Total Net Pay				700.00

Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution
Michigan First CU	272078365	5555	Checking	1	$ 100.00	100.00
Comerica Bank	072000096	777777	Savings	2	$ 200.00	200.00
LaSalle Bank	072000805	11111	Savings	3	Remaining	400.00
Total Net Pay						700.00

[Earnings History | Pay Stub | Deductions History]

RELEASE: 7.3

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Done   Local intranet

Start   Inbox - Mi...   Re: Direct...   direct_dep...   View Dire...   Internet N...   Internet N...   Document...   8:33 AM