Log into EagleNet. https://inside.ewu.edu/
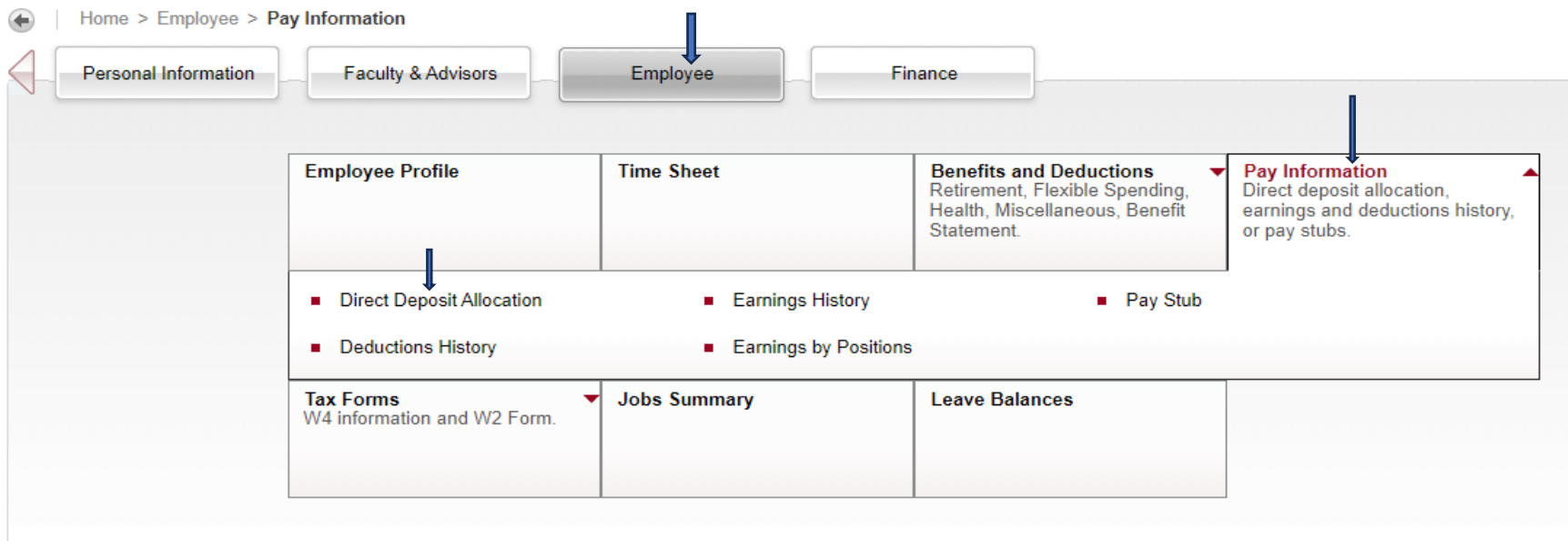

Select the "Employee" tab, then select "Pay Information" and then select "Direct Deposit Allocation".

You will now see three sections:

1. "Pay Distribution as of xx/xx/xxxx" which is the current direct deposit setup for your employee pay.
2. "Proposed Pay Distribution" which is where you can make changes to your current direct deposit for your employee pay.
3. "Accounts Payable Deposit" which is used for employee travel advances and reimbursements, employee expense reimbursements, student payments for financial aid and other refunds etc. and other vendor payments. Click the arrows to expand the view which gives you your detail of your direct deposit.

Direct Deposit Allocation

Pay Distribution as of 09/11/2023

Proposed Pay Distribution

(i) Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Accounts Payable Deposit

Not all banks are set up in our system. If you enter the correct routing number and receive an error message (see below) that an invalid routing number was entered, please email Payroll or SFS (Student Financial Services) and request that we set up your bank in our system, so you can enter your direct deposit information. We only need your bank name and routing number to set up your bank. (Never email your bank account number as email is not secure)

payroll@ewu.edu

sfsofc@ewu.edu

Add Payroll Allocation   ✕

Choose an option:

○ Create from existing account information

⬤ Create new

Bank Routing Number   ⓘ   Account Number   ⓘ

[325126789]   [Account Number]

An invalid routing number was entered.
Please enter a valid routing number

Bank Name   Account Type   Priority

[   ]   [Select a Type   ⌄]   [5   ⌄]

Amount

⬤ Use Remaining Amount

○ Use Specific Amount

○ Use Percentage

☐ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf
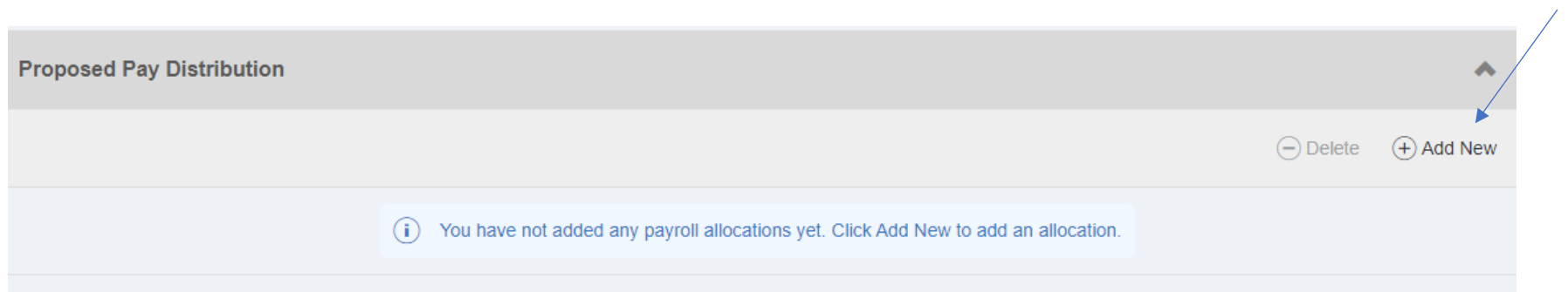
CANCEL | SAVE NEW DEPOSIT

Select "Add New" from the "Proposed Pay Distribution" section.

This example will show adding three accounts. Two with $50.00 each and the third with the remaining. You must have one account that is "Use Remaining Amount", and it needs to be the last in the priority. (The system will automatically change this to the last priority)

Select "+Add New"

Proposed Pay Distribution   ⌃

                                                                    ⊖ Delete   ⊕ Add New

                          ⓘ   You have not added any payroll allocations yet. Click Add New to add an allocation.

Select "Create new" and fill in your banking information. This is the account that you want the remaining amount deposited. Once completed, check the authorization box, and then select "SAVE NEW DEPOSIT"

Add Payroll Allocation   ✕

Choose an option:

◯ Create from existing account information

🔘 Create new

Bank Routing Number   ⓘ   Account Number   ⓘ

| 325272034 | 112233445566 |

Bank Name   Account Type   Priority

| ALASKA DIST ENGINEER... | Checking ⌄ | 1 ⌄ |

Amount

🔘 Use Remaining Amount

◯ Use Specific Amount

◯ Use Percentage

☑ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL | SAVE NEW DEPOSIT

To add your next bank, select "+Add New" and complete with your 2nd bank information. Choose to deposit $50.00 in this account. Once complete, check the authorization box and then select "SAVE NEW DEPOSIT" (Notice this shows as Priority 2. Once saved it will change to priority 1 because the account with the "remaining amount" must be the last in the priority)

Add Payroll Allocation ✕

Bank Routing Number ⓘ   **Account Number** ⓘ

| 011500010 | 123123456456 |

Bank Name   **Account Type**   **Priority**

| BANK OF AMERICA | Checking ⌄ | 2 ⌄ |

Amount

○ Use Remaining Amount

◉ Use Specific Amount

| 50.00 |

○ Use Percentage

☑ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL | SAVE NEW DEPOSIT

(Notice the priority. $50.00 will be deposited in the 1st account and the remaining amount will be deposited in the 2nd account."

Proposed Pay Distribution

	Bank Name	Routing Number	Account Number	Account Type	Amount	Priority
☐	BANK OF AMERICA	xxxxx0010	xxxxxxxxx4445	Checking ⌄	$50.00 ⌄	1 ⌄
☐	ALASKA DIST ENGINEERS CU	xxxxx2034	xxxxxxxx6456	Checking ⌄	Remaining ⌄	2 ⌄

T

In this example, add your third and final account: Select "+Add New" then "Create new" and enter your banking information. You will have $50.00 go into this account. Save (Notice the priority shows "3". Once saved, the system will change it to "2" so your account that has the "Remaining amount" is the final priority at "3".

Add Payroll Allocation   ✕

Choose an option:

○ Create from existing account information

● Create new

Bank Routing Number ⓘ	Account Number ⓘ
325182289	1112223334445

Bank Name	Account Type	Priority
FIRST SECURITY BANK O...	Checking ⌄	3 ⌄

Amount

○ Use Remaining Amount

● Use Specific Amount

50.00

○ Use Percentage

☑ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL | SAVE NEW DEPOSIT

Note the Priority shows the account with the "Remaining" is the final priority. Also notice the status is <mark>Prenote</mark> which will run a test cycle for the next available payroll. If the account validates with the bank, it will flip to "Active" for any future payrolls. If there are no other active direct deposits in place, you will receive a check on the Prenote cycle.

Proposed Pay Distribution   ⌃

                                                                          ⊕ Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay	Status
☐ BANK OF AMERICA	xxxxx0010	xxxxxxxxx4445	Checking ⌄	$50.00 ⌄	1 ⌄		Prenote
☐ FIRST SECURITY BANK OF WA	xxxxx2289	xxxxxxxxx4445	Checking ⌄	$50.00 ⌄	2 ⌄		Prenote
☐ ALASKA DIST ENGINEERS CU	xxxxx2034	xxxxxxxx6456	Checking ⌄	Remaining ⌄	3 ⌄		Prenote
						Total Net Pay	

ⓘ The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

If you would like to <mark>change your direct deposit setup</mark>, you will see your current banking information under the section "Direct Deposit Allocation". You also see "Pay Distribution as of xx/xx/xxxx" which was your prior payment amount and bank of your last payment.

My Profile • Direct Deposit Allocation

ⓘ The following accounts are listed in the order provided by you.

Pay Distribution as of 10/25/2023 ⌃

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution

<mark>Actual information will be here.</mark>

The "Proposed Pay Distribution" is where you will add, delete or edit your employee direct deposit. On the left, select the bank you would like to edit.

Proposed Pay Distribution

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority
☐ BANK OF AMERICA	xxxxx0010	xxxxxxxx6456	Checking ⌄	$50.00 ⌄	1 ⌄
☐ FIRST SECURITY BANK OF WA	xxxxx2289	xxxxxxxxx4445	Checking ⌄	$50.00 ⌄	2 ⌄
☐ ALASKA DIST ENGINEERS CU	xxxxx2034	xxxxxxxx5566	Checking ⌄	Remaining ⌄	3 ⌄

To "Delete" a direct deposit record, check the box of the account you want deleted and then select "Delete."

Proposed Pay Distribution

⊖ Delete   ⊕ Add New

	Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
☑	BANK OF AMERICA	xxxxx0010	xxxxxxxx6456	Checking ⌄	$50.00 ⌄			1 ⌄
☐	FIRST SECURITY BANK OF WA	xxxxx2289	xxxxxxxxx4445	Checking ⌄	$50.00 ⌄			2 ⌄
☐	ALASKA DIST ENGINEERS CU	xxxxx2034	xxxxxxxx5566	Checking ⌄	Remaining ⌄			3 ⌄

Select DELETE

⚠ Are you sure you want to delete the selected Payroll deposits?

Cancel   Delete
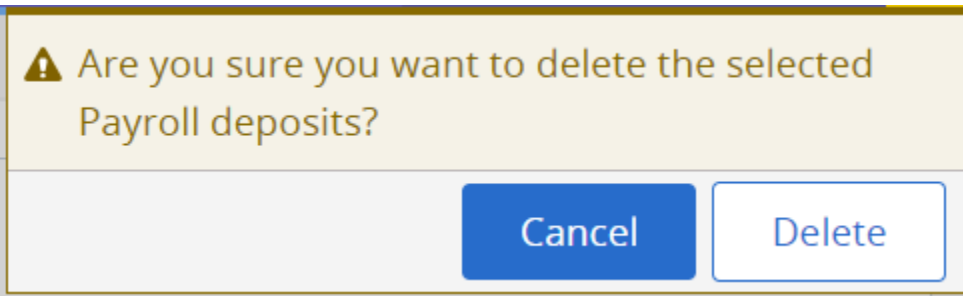
Now you only have two accounts remaining for your direct deposit and their priorities are number 1 and 2.

Proposed Pay Distribution

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority
☐ FIRST SECURITY BANK OF WA	xxxxx2289	xxxxxxxxx4445	Checking ⌄	$50.00 ⌄	1 ⌄
☐ ALASKA DIST ENGINEERS CU	xxxxx2034	xxxxxxxx5566	Checking ⌄	Remaining ⌄	2 ⌄

Example of an Edit. Change First Security Bank of WA from $50.00 to $100.00. 1st check the box of the bank to edit, 2nd change the amount, and 3rd check the ==authorization box at the bottom of the page== and then select "Save Changes". Look for the notification … "Saved Successfully" at the top.

Proposed Pay Distribution

	Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay
☑	FIRST SECURITY BANK OF WA	xxxxx2289	xxxxxxxxx4445	Checking ⌄	$100.00 ⌄	1 ⌄	
☐	ALASKA DIST ENGINEERS CU	xxxxx2034	xxxxxxxx6456	Checking ⌄	Remaining ⌄	2 ⌄	

☐ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf   Cancel Changes   Save Changes

☑ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf   Cancel Changes   Save Changes

✔ Saved Successfully

Example: How to set up your <mark>Accounts Payable Deposit</mark> for your travel or other expense reimbursements, by using one of your existing payroll bank accounts. Select "Add New" under the Accounts Payable Deposit section and then select "Create from existing account information."

Add Accounts Payable Deposit   ✕

Choose an option:

○ Create from existing account information

○ Create new

_____

CANCEL | SAVE NEW DEPOSIT

You can select any of the payroll accounts that you have set up. For Accounts Payable, you may only have one bank. Select the Alaska Account.

Add Accounts Payable Deposit   ✕

Choose an option:

● Create from existing account information

Select existing account ⌄
FIRST SECURITY BANK OF WA Account: xxxxxxxxx4445
BANK OF AMERICA Account: xxxxxxxx6456
ALASKA DIST ENGINEERS CU Account: xxxxxxxx5566

SAVE NEW DEPOSIT

1) Select the Alaska account   2) check the authorization box   3) "SAVE NEW DEPOSIT"

Add Accounts Payable Deposit   ✕

Choose an option:

🔘 Create from existing account information

| ALASKA DIST ENGINEERS CU ...5566 | ⌄ |

☑ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

⭕ Create new

CANCEL   SAVE NEW DEPOSIT

Your "Accounts Payable Deposit" bank is shown as Prenote and will need to go through a test cycle. These cycles are ran daily. Once the account is verified, your reimbursements will go direct deposit.

Accounts Payable Deposit   ⌃

⊖ Delete   ⊕ Add New

Bank Name	Routing Number	Account Number	Account Type	Status
☐ ALASKA DIST ENGINEERS CU	xxxxx2034	xxxxxxxx5566	Checking ⌄	Prenote

☐ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf   Cancel Changes   Save Changes