

## Steps for Signing up Direct Deposit for Payroll

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MAR  
24  
MON

(Hidden) Truths Exhibit | ART 313: Art Through Time  
Monday, Mar 24, 8 a.m. PDT

For the list, click on EagleNET Experience. <https://experience.elluciancloud.com/ewu/>

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Canvas

CAT - Catalog Editor

CLSS - Section Scheduler

CIM - Course Management

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Course Evaluations & Surveys

Data Hub

Degree Works Degree Audit

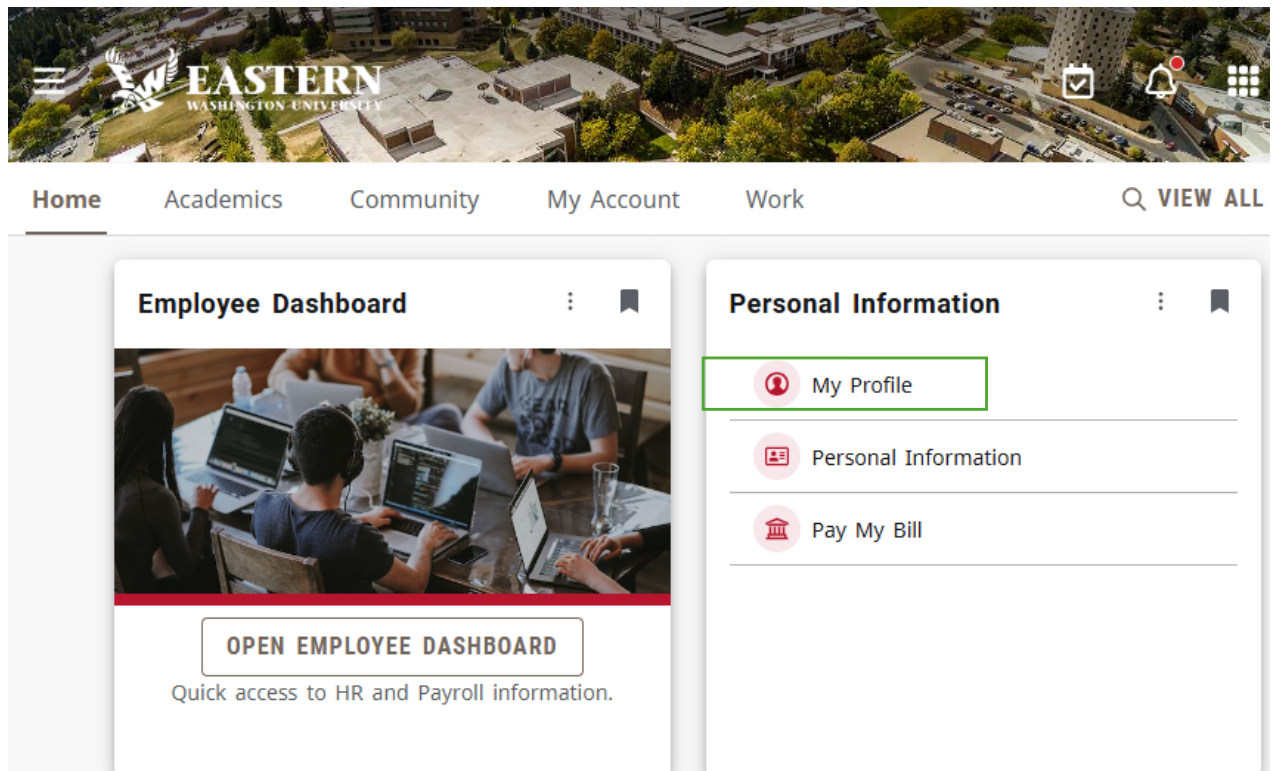
Duo 2FA

EAB Analytics

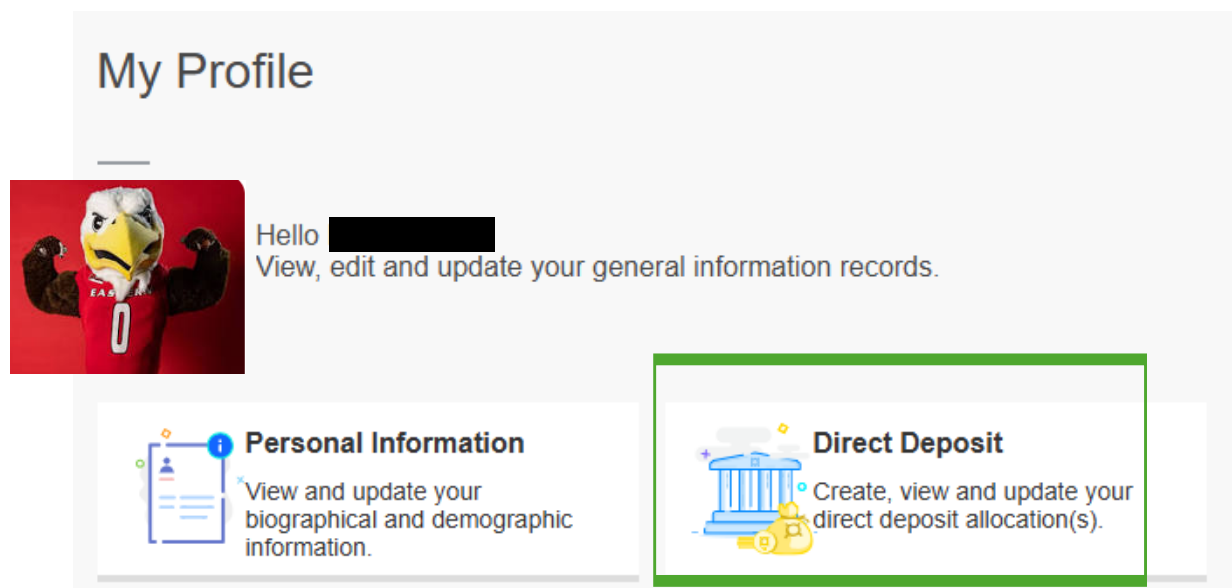
Eagle Career Network

EagleNET Experience

1. From the Personal Information Tile, Click on My Profile



2. Click on Direct Deposit



3. You are now in the Direct Deposit Allocation Screen.  
NOTE: *The university maintains two different banking direct deposit files for everyone. One is used for Accounts Payable/Travel (Student Financial Aid) and the other is used for Payroll.*
4. Click on the **Proposed Pay Distribution** sections (This is used for Payroll).
5. On the Right side of the screen, click on the +Add New.

Direct Deposit Allocation

**Proposed Pay Distribution**

[-] Delete [+ Add New

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

**Accounts Payable Deposit**

[-] Delete [+ Add New

*You have not added an Accounts Payable allocation yet. Click Add New to add an allocation.*

In the Pop-up Window, you can select from 2 options:

- A. Use an existing, this can be selected if you already have your Banking information in EagleNet for Accounts Payable (Student Financial Aid, Accounts Payable & Travel).
- B. You can also add a new account. You will need your Banking Information available.

#### Add Payroll Allocation

Bank Routing Number ? Account Number ?

Bank Routing Number Account Number

Bank Name Account Type Priority

Bank Name Select a Type 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



#### Helpful Hints:

Bank Routing numbers are always 9 digits long.

You will need to enter All digits in the Account Number, not just the last four digits.

Bank Name should auto populate based on the Routing number you entered. If it does not, please contact the Payroll Office additional set-up may be required

Account Type (Checking or Savings)

☒ The authorization box

Click on Save New Deposit

CANCEL

SAVE NEW DEPOSIT

You have successfully submitted your banking information for ACH Direct Deposit.

You should now see your bank information under the Proposed Pay Distribution section. On the far-right side, you will see the Status now reflects “**Prenote**.”

The “Pre-note” cycle validates the Routing and Account Information you entered. While our system runs its validation cycle, you will receive a paper check, which will be mailed to the mailing address on record.

After the “Pre-note” cycle, the Status will update to **Active**, and all wages paid on our Regular Payroll cycles will go ACH Direct Deposit.

If you encounter any issues during this process or have any questions, please don’t hesitate to reach out to the Payroll Department at [payroll@ewu.edu](mailto:payroll@ewu.edu) or call (509) 359-2325.