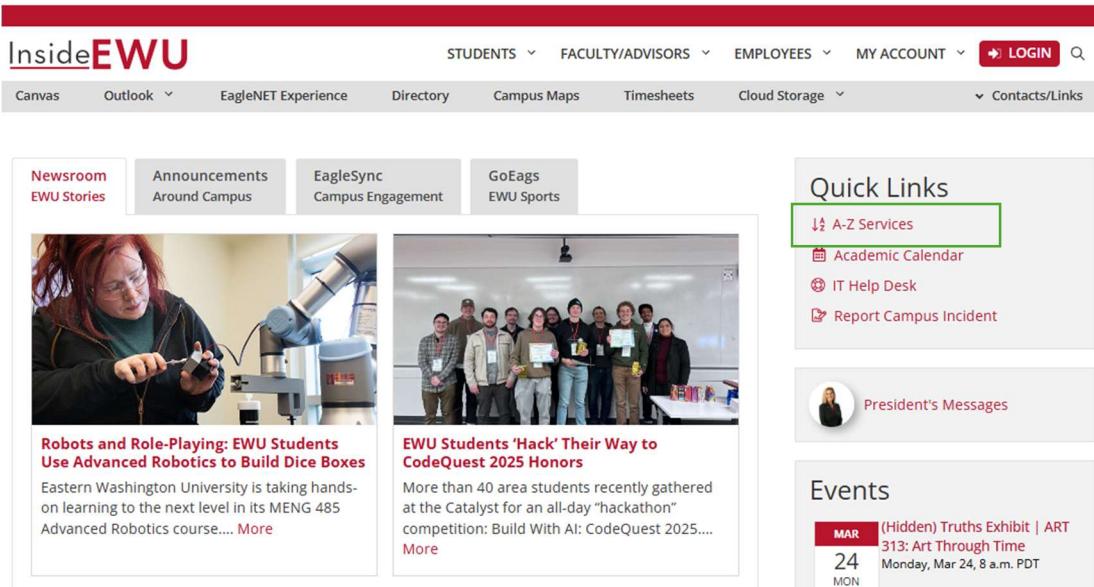


## Steps for Signing up Direct Deposit for Payroll

<https://inside.ewu.edu/> Click on A-Z Services



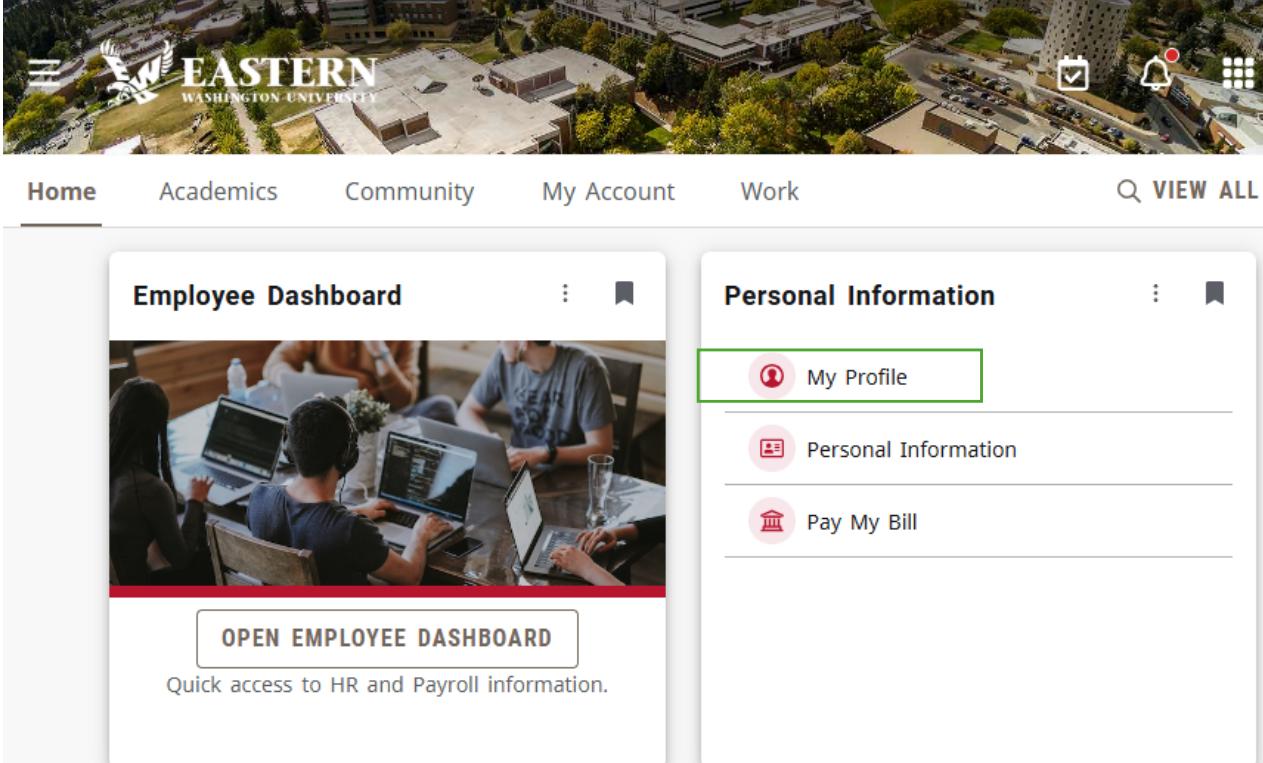
The screenshot shows the Inside EWU website. At the top, there is a red navigation bar with the text "Steps for Signing up Direct Deposit for Payroll" and a "Click on A-Z Services" link. Below the red bar is the Inside EWU header with the logo and various navigation links: STUDENTS, FACULTY/ADVISORS, EMPLOYEES, MY ACCOUNT, LOGIN, and a search icon. A green box highlights the "A-Z Services" link in the top navigation. The main content area has several news cards. One card on the left shows a person working with a microscope and is titled "Robots and Role-Playing: EWU Students Use Advanced Robotics to Build Dice Boxes". Another card on the right shows a group of people and is titled "EWU Students 'Hack' Their Way to CodeQuest 2025 Honors". To the right of these cards is a "Quick Links" box containing links to A-Z Services, Academic Calendar, IT Help Desk, and Report Campus Incident. Below this is a "President's Messages" box with a profile picture and a link. At the bottom right is an "Events" box showing an event for "Hidden Truths Exhibit | ART 313: Art Through Time" on March 24, Monday, at 8 a.m. PDT.

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



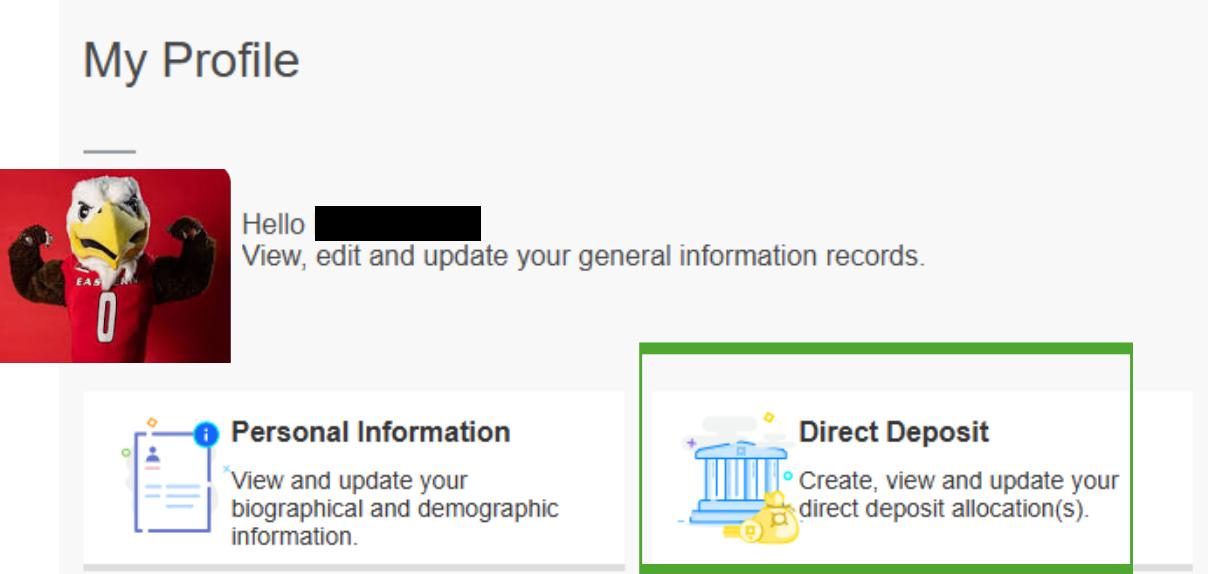
The screenshot shows the "A-Z Services" search interface. At the top left is a "CLOSE" button. Below it is a search bar with the placeholder "Search A-Z List". The main list of services is displayed as a vertical scrollable list. The "EagleNET Experience" link is highlighted with a green box. Other visible links include 25Live, Academic Calendar, AIM (Assetworks), Amazon Web Services, Educate, AppSpace Digital Signage, Argos, AWS, Banner, Banner Communication, Manager, Banner Files, Budgeting (Axiom), Canvas, CAT - Catalog Editor, CLSS - Section Scheduler, CIM - Course Management, Concur Travel, Constituo, Course Evaluations & Surveys, Data Hub, Degree Works Degree Audit, Duo 2FA, EAB Analytics, Eagle Career Network, and EagleNET Experience.

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



The screenshot shows the Eastern Washington University Employee Dashboard. At the top, there is a banner with the university's name and a photo of the campus. Below the banner, there are several navigation links: Home, Academics, Community, My Account, and Work. To the right of these links is a search bar with the text "VIEW ALL" and a magnifying glass icon. The main content area is divided into two sections. On the left is the "Employee Dashboard" section, which features a photo of people working on laptops and a button labeled "OPEN EMPLOYEE DASHBOARD" with the sub-instruction "Quick access to HR and Payroll information." On the right is the "Personal Information" section, which includes three items: "My Profile" (selected and highlighted with a green border), "Personal Information", and "Pay My Bill".

2. Click on Direct Deposit



The screenshot shows the "My Profile" page. At the top, there is a photo of the university's mascot, an eagle in a red jersey. Below the photo, the text "Hello [REDACTED]" is displayed, followed by the instruction "View, edit and update your general information records." The page is divided into several tiles. One tile on the left is titled "Personal Information" with the sub-instruction "View and update your biographical and demographic information." Another tile on the right is titled "Direct Deposit" with the sub-instruction "Create, view and update your direct deposit allocation(s.)." The "Direct Deposit" tile is highlighted with a green border.

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**.

The screenshot shows the 'Direct Deposit Allocation' screen. It has two main sections: 'Proposed Pay Distribution' and 'Accounts Payable Deposit'. Each section has a message: 'You have not added any payroll allocations yet. Click Add New to add an allocation.' and 'You have not added an Accounts Payable allocation yet. Click Add New to add an allocation.' At the bottom right of each section is a green-bordered button with a minus sign (Delete) and a plus sign (Add New).

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	
<input type="text" value="Bank Routing Number"/>	<input type="text" value="Account Number"/>	
Bank Name	Account Type	Priority
<input type="text"/>	<input type="button" value="Select a Type"/>	<input type="text" value="1"/>
Amount		
<input checked="" type="radio"/> Use Remaining Amount <input type="radio"/> Use Specific Amount <input type="radio"/> Use Percentage		
<input type="checkbox"/> 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.