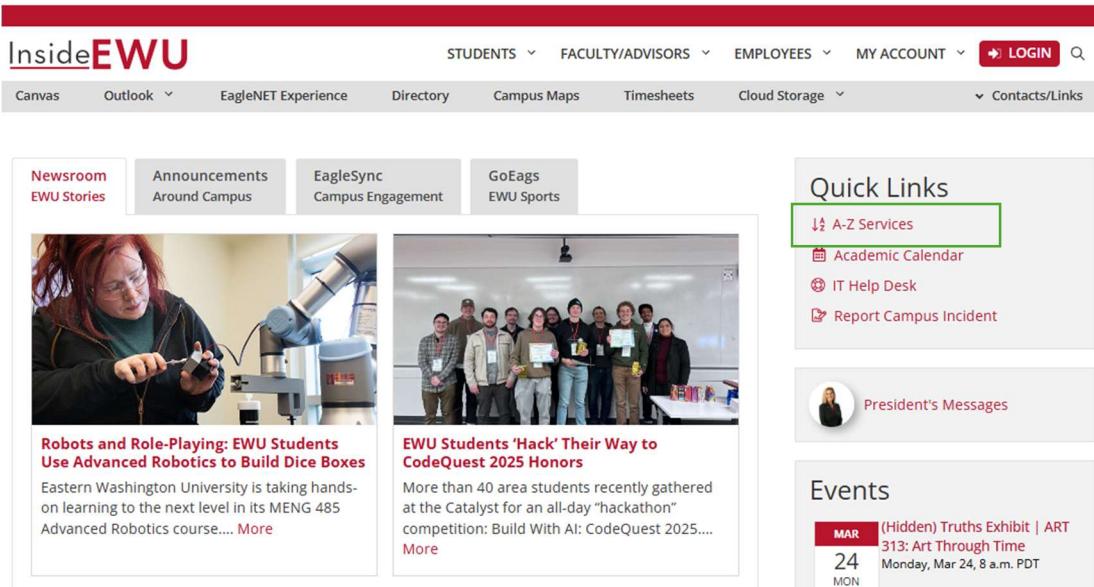


## Steps for Signing up Direct Deposit for Payroll

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



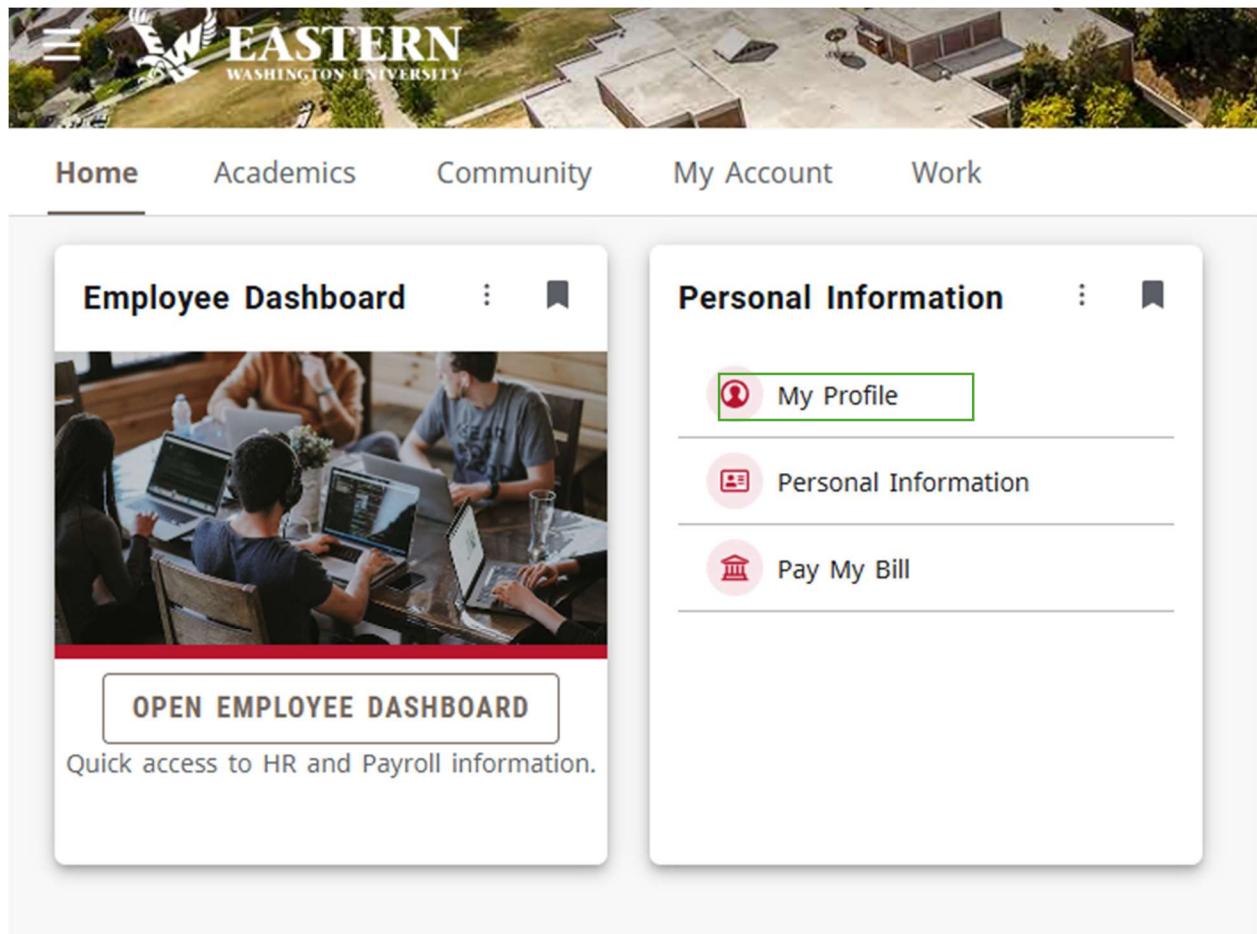
The screenshot shows the Inside EWU website. At the top, there is a red navigation bar with the text "Steps for Signing up Direct Deposit for Payroll" and a "Click on A-Z Services" link. Below the red bar is the Inside EWU header with the logo and various navigation links: STUDENTS, FACULTY/ADVISORS, 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, there is a "Quick Links" box with links to A-Z Services, Academic Calendar, IT Help Desk, and Report Campus Incident. Below that is a "President's Messages" box with a profile picture. 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, there is a "CLOSE" button and a search bar with the placeholder "Search A-Z List". Below the search bar is a list of services, with "EagleNET Experience" highlighted in a green box. The list includes: 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 image shows a screenshot of the Eastern Washington University (EWU) Employee Dashboard. At the top, there is a banner with the EWU logo and the text "EASTERN WASHINGTON UNIVERSITY". Below the banner, there is a navigation bar with links for "Home", "Academics", "Community", "My Account", and "Work". The "My Account" link is underlined, indicating it is the active page.

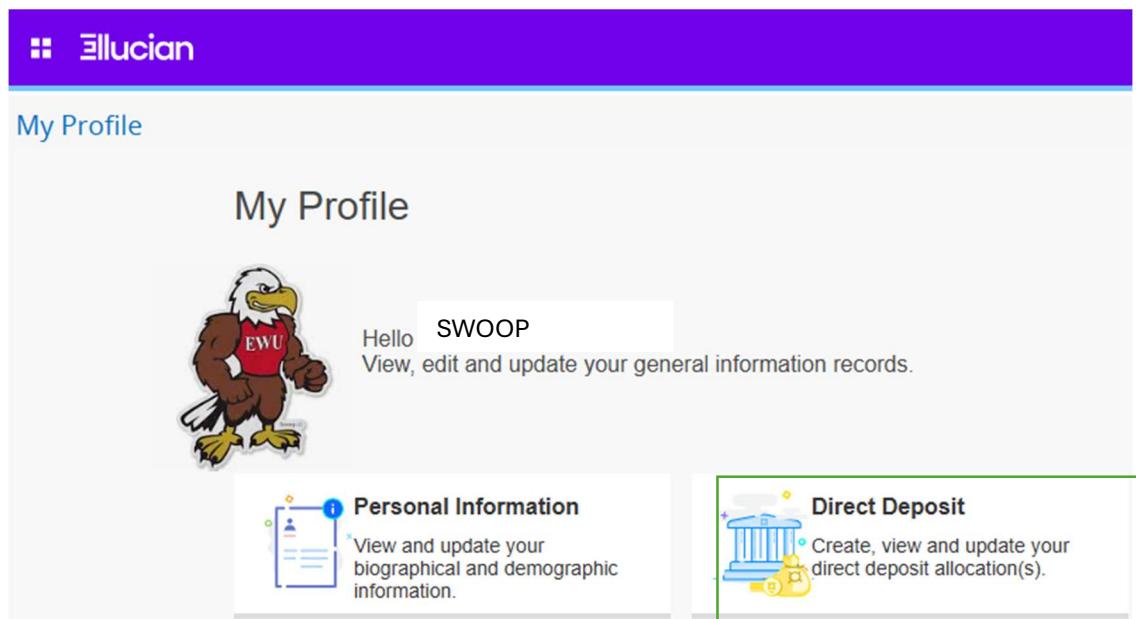
The main content area is divided into two main sections: "Employee Dashboard" and "Personal Information".

**Employee Dashboard:** This section features a photograph of several people working on laptops at a table. Below the photo is a button labeled "OPEN EMPLOYEE DASHBOARD" and the text "Quick access to HR and Payroll information.".

**Personal Information:** This section contains three items:

- My Profile:** This item is highlighted with a green border and a green icon of a person.
- Personal Information:** This item has a pink icon of a document.
- Pay My Bill:** This item has a pink icon of a building.

2. Click on Direct Deposit



The image shows a screenshot of the "My Profile" page. At the top, there is a purple header bar with the Ellucian logo. Below the header, the page title "My Profile" is displayed in blue.

The main content area features a large "My Profile" heading with a cartoon eagle icon. To the right, there is a greeting "Hello SWOOP" and a sub-instruction "View, edit and update your general information records.".

Below this, there are two main tiles:

- Personal Information:** This tile features a blue icon of a person and a table. The text says "View and update your biographical and demographic information.".
- Direct Deposit:** This tile features a yellow icon of a bank vault and a gold coin. The text says "Create, view and update your direct deposit allocation(s.)".

The "Direct Deposit" tile is highlighted with a green border, indicating it is the active or selected item.

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**.

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	(i) Account Number	
Bank Routing Number	Account Number	
Bank Name	Account Type	Priority
	Select a Type	1
Amount		
<input checked="" type="radio"/> Use Remaining Amount <input type="radio"/> Use Specific Amount <input type="radio"/> Use Percentage	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) <input checked="" type="checkbox"/> The authorization box Click on Save New Deposit	
<input type="checkbox"/> By checking this box, I authorize the institution to initiate direct credits or debits on my behalf		

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.