

Steps for Signing up Direct Deposit for Payroll

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Events

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/>

> CLOSE

A-Z Services

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

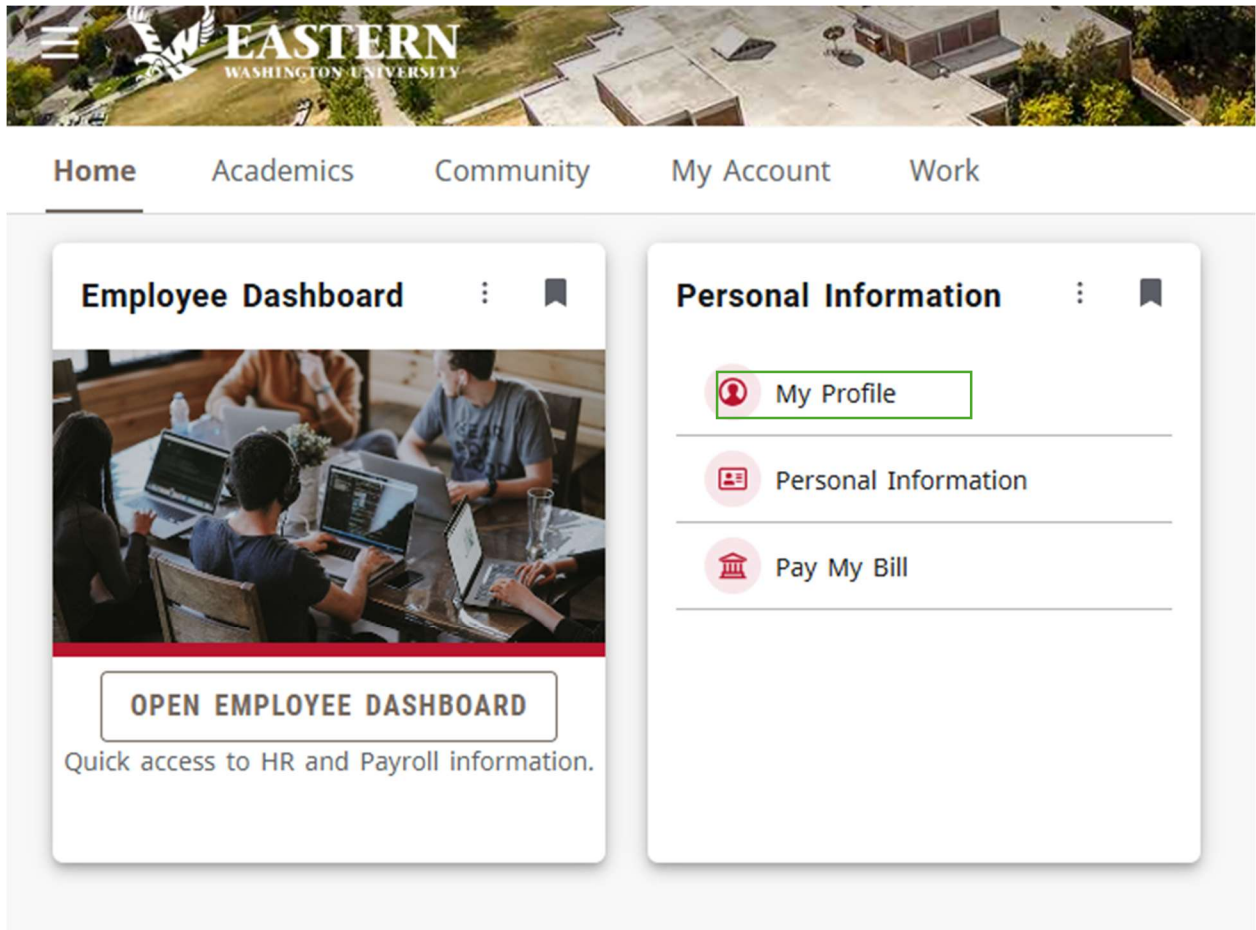
Duo 2FA

EAB Analytics

Eagle Career Network

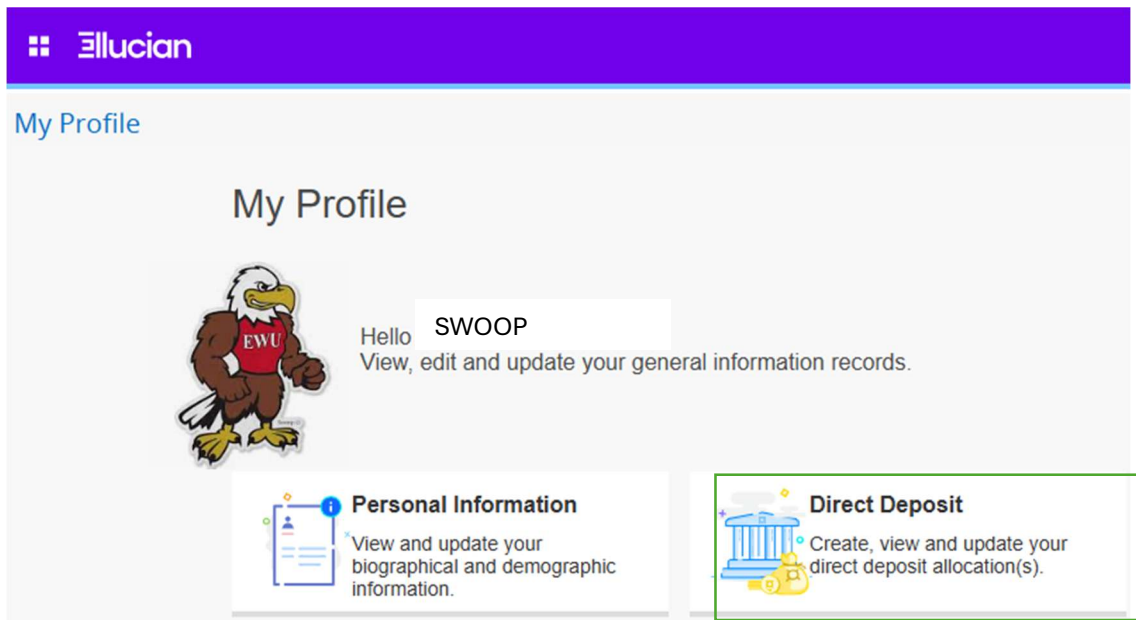
EagleNET Experience

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



The screenshot shows the Eastern Washington University website. The header features the university's logo and navigation links: Home, Academics, Community, My Account, and Work. Below the header, there are two main tiles. The left tile is titled "Employee Dashboard" and includes a photo of people working at computers, a button labeled "OPEN EMPLOYEE DASHBOARD", and the text "Quick access to HR and Payroll information." The right tile is titled "Personal Information" and contains three links: "My Profile" (highlighted with a green border), "Personal Information", and "Pay My Bill".

2. Click on Direct Deposit



The screenshot shows the "My Profile" page on the Ellucian system. The page has a purple header with the Ellucian logo. Below the header, the title "My Profile" is displayed. A cartoon eagle mascot wearing a red shirt with "EWU" on it is shown next to the text "Hello SWOOP" and "View, edit and update your general information records." Below this, there are two tiles. The left tile is titled "Personal Information" and includes the text "View and update your biographical and demographic information." The right tile is titled "Direct Deposit" and includes the text "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.

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 Name

Account Type

Priority

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

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

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 or call (509) 359-2325.