



Sign up for Direct Deposit to receive your employee pay:

- Self-Serve Direct Deposit setup is available for employees and students to set up or change their direct deposit on EagleNet. Log into EagleNet and select: Employee/Pay Information/Direct Deposit Allocation. A tutorial is available on the Payroll website by going to Frequently Asked Questions and selecting “What are my options for pay distribution?” [Payroll Frequently Asked Questions](#)
- Note that whenever any **EWU office** or **you** change or add an email address or direct deposit, you will receive an email from EWU stating there was a change to your record.
- Not all banks are set up in our system. If you receive an error message after entering your bank routing number that states: “An invalid routing number was entered”, verify that you entered the correct routing number and if so, email payroll@ewu.edu 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.
- After entering your direct deposit information, your bank account will show that it is in “Prenote” status. You will receive a **check** on this Prenote cycle (the first payroll after entering your direct deposit). Once the accounts validate with the bank, your direct deposit will flip to “Active” for all future payrolls. Checks are mailed to your current mailing address in our system.