



Online Direct Deposit Instructions

The Payroll office is no longer taking paper Direct Deposit forms. All Direct Deposit options need to be entered through your secure individual PAWS account.

Please note: After you are hired, and your paperwork has been processed you will see the Employee Tab in PAWS.

Initial Direct Deposit set up or adding a new domestic bank account:

- Login to PAWS
- Employee Tab
- Pay Information box
- Direct Deposit Allocation box
- Update Direct Deposit Allocation ([Red lettered hyperlink](#))
- Enter banking information under **Add Allocation:** (Bolded)
 - Enter account information
 - Select account type
 - Enter 100 (if using only one acct)
 - Select percent from drop down
 - Check Payroll deposit box for paycheck to go into account
 - Save

Account should be added to the list of accounts

If you are using more than one account

Acct #1

- Enter account information
- Select account type
- Enter the **dollar amount** you want in the separate account ([Can only be a dollar amount](#))
- Select **amount** from the drop down
- **Check** Payroll deposit box for paycheck to go into account
- Save

Acct #2

- Enter account information
- Select account type
- **Check** Remaining Amount box (this will allow the remaining portion of your check to go into acct)
- **Check** payroll deposit box for paycheck to go into account
- Save

When removing an existing account:

Login to PAWS

Employee Tab

Pay Information box

Direct Deposit Allocation box

Update Direct Deposit Allocation ([Red lettered hyperlink](#))

- **Click** on Bank Name ([Red lettered hyperlink](#))
- **Check** box for Inactivate
- Save

Account should be removed from the list of accounts

Terms:

All information must be completed the Friday **BEFORE payroll week in order to take effect for that payroll cycle. If it is not completed before Friday @ 5pm the direct deposit will take effect on the following payroll cycle.**

**** Please note:** If your direct deposit information has not been entered by 5pm the Friday before payroll, an alternative payroll source will be processed by Payroll for the first pay cycle. **ALL alternative payroll sources will be mailed to the address on file with HR NO EXCEPTIONS.**

Prenote – Your bank is in the process of verifying that the account you entered is valid. This often means the bank will deposit a \$0.00 deposit into your account.

Active – Your next check will be sent via direct deposit to the bank account listed