All Winthrop University employees are required to enroll in direct deposit. If an employee does not enroll in direct deposit, their net pay will be deposited to a cash pay card.

The following information is required to set up direct deposits:

1. Bank Routing Number
2. Account Number
3. Account Type – checking or savings

If you have personal checks, you can locate your bank routing number and account number as shown below:

If you do not have personal checks, you can obtain your bank routing number and account number by contacting your bank. If you have access to online banking, you may be able to locate the information on your bank's website.

Important before you begin – Please refer to the payroll calendar at www.winthrop.edu/payroll. Changes can be made up to the "Trial" date on the calendar (be certain that you are looking at the appropriate payroll calendar). Once we initiate the Trial payroll process, any changes that you make will not go into effect until the following pay period. Example: Looking at the FS Payroll calendar below – If you want your direct deposit to be effective for the 11/16/2021 payroll date you will need to be sure to input your information BEFORE 11/09/2021.

**Faculty/Exempt Staff/Exempt Temporary**

Pay ID	Beginning	Ending	Trial	Final	Pay
FS22	11/01/21	11/15/21	11/09/21	11/10/21	11/16/21
FS23	11/16/21	11/30/21	11/18/21	11/19/21	12/01/21
FS24	12/01/21	12/15/21	12/09/21	12/10/21	12/16/21
FS01	12/16/21	12/31/21	12/20/21	12/21/21	01/03/22

Looking at the TH (Non-Exempt) Payroll calendar below – If you want your direct deposit to be effective for the 11/16/2021 payroll date you will need to be sure to input your information BEFORE 11/09/2021.

Non-Exempt Staff/Non-Exempt Temporary

ID	Beginning	Ending	Time Entry Deadline	Approval Date	Trial	Final	Pay
TH22	10/16/21	10/31/21	11/01/21	11/02/21	11/09/21	11/10/21	11/16/21
TH23	11/01/21	11/15/21	11/16/21	11/17/21	11/18/21	11/19/21	12/01/21
TH24	11/16/21	11/30/21	12/01/21	12/02/21	12/09/21	12/10/21	12/16/21
TH01	12/01/21	12/15/21	12/16/21	12/17/21	12/20/21	12/21/21	01/03/22
TH02	12/16/21	12/31/21	01/03/22	01/04/22	01/07/22	01/10/22	01/14/22

Navigation

1. Log in to Employee Dashboard
2. When the "My Profile" page opens, click on the Direct Deposit Information link
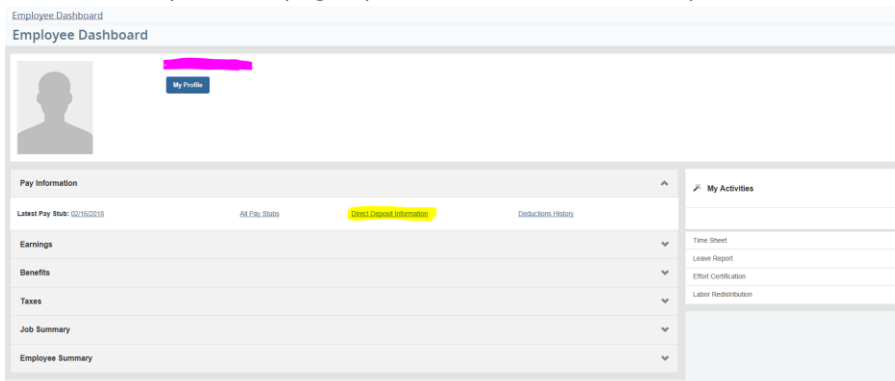
3. You will be directed to the Direct Deposit Allocation Page – this page is broken down into 3 sections – screen print follows.

a. <u>Pay Distribution as of your last pay date</u> – only applies to those who currently have direct deposit. It shows the amount of your last pay check and where the funds were sent.

b. <u>Proposed Pay Distribution</u> – this shows your current direct deposit information and is also the section that will be used to add/edit/delete direct deposit allocations.** *If you've are new to Winthrop or just haven't set up direct deposit with us before, the Proposed Pay Distribution section will be blank.***

c. <u>Accounts Payable</u> – this section is for Accounts Payable use and does not apply to Payroll.

Setting Up One Direct Deposit Account:

1. If you are setting up direct deposit for the first time and you want *all of your net pay to be deposited into one account*, click "+ Add New" on the far right in the Proposed Pay Distribution section.

2. The following window will open:

3. Enter the bank routing number – this will be a nine digit number
4. Enter the account number

5. Enter the account number again for verification purposes in the "Verify Account Number" box
6. Select the Account Type (Checking or Savings) by clicking on the arrow next to "Select a Type"
7. To deposit 100% of your net pay in one bank account, you must use "Use Remaining Amount"
8. Grant the University's Payroll Department authorization to deposit your net pay into your bank account by clicking on the box. A check mark will appear in the box.
9. Review the information that you have entered to ensure that it is accurate
10. Click on "Save New Deposit"

Add Payroll Allocation   ✕

Bank Routing Number	ⓘ	Account Number	ⓘ	Verify Account Number
081000032		123456789012		123456789012

Bank Name	Account Type	Priority
BANK OF AMERICA	Checking ⌄	1 ⌄

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
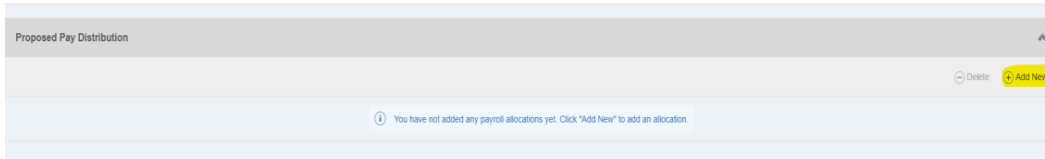
CANCEL | SAVE NEW DEPOSIT

The priority number will be assigned by the system.

11. You will receive an email to notify you that your direct deposit information has been updated.

Setting Up More Than One Direct Deposit Account:

1. If you are setting up direct deposit for the first time and you want *your net pay to be deposited into more than one account,* click "+ Add New" on the far right in the Proposed Pay Distribution section.

2. The following window will open:

3. Select "Use Specific Amount" or "Use Percentage".

   a. Use Specific Amount – is **ONLY** to be used when setting up multiple direct deposits and you wish to have a specific amount going to one account with the balance of your check going to another.

   b. Use Percentage – is **ONLY** to be used when setting up multiple direct deposits and you wish to have a certain percentage going to one account with the balance of your check going to another.

      ▪ If you are setting up multiple bank accounts the priority number determines which deposits are made first. This is particularly important if your pay is different from pay check to pay check. If you do not earn enough money for your check to be divided as you've allocated between accounts the amount that was set up with a priority of 1 will be deposited first. If there are any funds remaining they will be deposited into the account that was set up with a priority of 2. **The account to which the balance of your pay should be deposited must always be set up as "Use Remaining Amount".**

4. Enter the bank routing number – this will be a nine digit number
5. Enter the account number
6. Enter the account number again for verification purposes in the "Verify Account Number" box
7. Select the Account Type (Checking or Savings) by clicking on the arrow next to "Select a Type"

8. Repeat steps 4-7 for each account that you want to have funds deposited into.
9. Grant the University's Payroll Department authorization to deposit your net pay into your bank account by clicking on the box. A check mark will appear in the box.
10. Review the information that you have entered to ensure that it is accurate
11. You must choose one account with the "Amount" designated as "Use Remaining Amount".
12. Click on "Save New Deposit"
13. You will receive an email to notify you that your direct deposit information has been updated.

*** When setting up additional direct deposits please make note of the following….

- It doesn't matter which Account you enter first BUT the system will only allow one account at a time to be designated with "Use Remaining Amount"

- When adding new accounts the priority will automatically be assigned based on what is selected as the Amount of that particular account. If the priorities assigned to your accounts are not in the order that you would like them to be in they can be edited/deleted back on the Direct Deposit Allocation Page in the Proposed Pay Distribution section of the page.

Editing Direct Deposit Information

You are able to change the amounts, account type, and priority as needed. Such changes are made as shown below.

- Using the example above – if you want to switch the Wells Fargo bank to priority 1 and have $250.00 deposited into that account with the balance of the check going to Bank of America instead.
    - First change the Amount from the Wells Fargo account from "Remaining" to "$250.00" by clicking the down arrow in the amount field for Wells Fargo
        - Select "use specific amount" and enter $250.00
        - To exit the drop down menu simply click anywhere on the screen
    - Second Change the Bank of America from "$100.00" to "Remaining" by clicking on the down arrow in the amount field for Bank of America.
        - Select "Use Remaining Amount"
        - To exit the drop down menu simply click anywhere on the screen again
    - The priority number will automatically be updated
    - Before you will be able to save the changes you will be required to check the authorization box again
    - Click Save Changes

If you just want to increase the amount going to one of your accounts, simply click on the down arrow in the "Amount" field and enter the new amount. (See below)

- o Check the Authorization Box
- o Click Save Changes

If you find that you've entered your Account number or Routing Number incorrectly the only way that this can be edited is by deleting that bank from your Proposed Pay Distribution and Add New.

Deleting an account – if you've closed one of your accounts, just no longer wish to have funds deposited into that account, or have entered your routing and/or account number incorrectly follow the steps below.

- o Using the example above – If you no longer wish to have $250.00 deposited into your Bank of America Savings account.
    - o Check the box next to the bank name (far left of you screen)

- Click Delete (far right of your screen)

- The system will prompt "are you sure you wish to delete"

- Select yes

- Bank of America will be removed making Wells Fargo the only active account.

- You do not need to check the authorization box or save changes when just deleting.

- Using the same example above - if you want your entire check to start going to Bank of America and you want to delete the Wells Fargo.

    - First you will need to delete the Wells Fargo Account – following the steps above

    - Since Bank of America is set up with a specific amount of $250.00 it is imperative that you change the Bank of America amount from the $250.00 to "Remaining". Check the Authorization Box and Save Changes.

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****Winthrop University Requires All Employees To Have Direct Deposit. In The Event That You Need To Delete All Existing Accounts, A New Account Must Be Set Up Before The Next Payroll Is Processed. Please refer to the Payroll Calendar****

If have any questions please contact the payroll office at 803-323-2271 for assistance.