

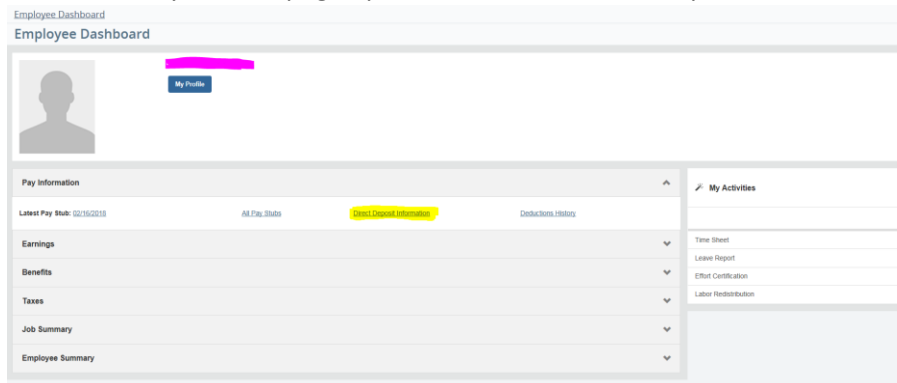
Student Employees

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 sure 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 Student Payroll calendar below – If you want your direct deposit to be effective for the 11/24/2021 payroll date you will need to be sure to input your information BEFORE 11/17/2021.

ID	Beginning	Ending	Time Entry Deadline	Approval Date	Trial	Final	Pay
SD22	11/01/21	11/15/21	11/15/21	11/16/21	11/17/21	11/18/21	11/24/21
SD23	11/16/21	11/30/21	12/01/21	12/02/21	12/03/21	12/06/21	12/10/21
SD24	12/01/21	12/10/21	12/10/21	12/13/21	12/14/21	12/15/21	12/23/21
SD01	12/11/21	12/31/21	01/03/22	01/04/22	01/05/22	01/05/22	01/10/22

Navigation

1. Log in to Wingspan
2. Select Employee Dashboard
3. When the “My Profile” page opens, click on the Direct Deposit Information link



4. You will be directed to the Direct Deposit Allocation Page – this page is broken down into 3 sections – screen print follows.
 - a. Pay Distribution as of your last pay date – 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. Proposed Pay Distribution – 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. Accounts Payable – 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:

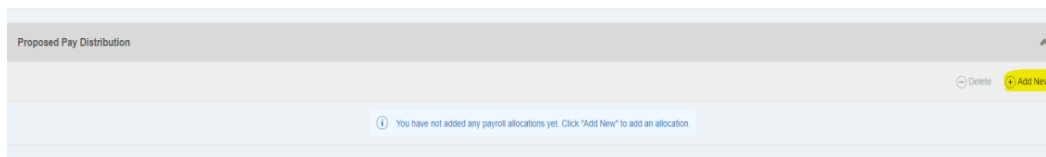
3. Enter the bank routing number – this will be a nine digit number
4. Enter the account number
5. Enter the account number again for verification purposes in the “Verify Account Number” box
6. Select the Account Type (Checking or Savings) by clicking on the arrow next to “Select a Type”
7. To deposit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

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"

Add Payroll Allocation [X]

Bank Routing Number ⓘ **WELLS FARGO**

Account Number ⓘ

Account Type [v]

Amount

Use Remaining Amount

Use Specific Amount

Use Percentage

Priority [v]

Only one record may have Remaining Amount or 100% allocation. Please check distribution records

By checking this box, I authorize Winthrop University to initiate direct credits or debits on my behalf. Any invalid direct deposit transaction will result in a \$25 charge to my Winthrop University account.

CANCEL | **SAVE NEW DEPOSIT**

- 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.

Proposed Pay Distribution							
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> BANK OF AMERICA N.A.	xxxxxx483	xxxxxxxxxx1516	Savings	\$100.00	1	\$100.00	Prioritize
<input type="checkbox"/> WELLS FARGO AND COMPANY	xxxxxx0228	xxxxxx7890	Checking	Remaining	2	\$	Prioritize
						Total Net Pay	\$

- 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)

The screenshot shows the 'Proposed Pay Distribution' interface. It features a table with columns: Bank Name, Routing Number, Account Number, Account Type, Amount, Priority, Net Pay Distribution, and Status. Two rows are visible: BANK OF AMERICA N.A. (Savings, \$250.00, Priority 1) and WELLS FARGO AND COMPANY (Checking, Remaining, Priority 2). A dropdown menu is open over the \$250.00 amount field, showing options: 'Use Remaining Amount', 'Use Specific Amount' (selected with a green checkmark), and 'Use Percentage'. The 'Use Specific Amount' option displays '250.00'. Below the table, there is a note: 'The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.' At the bottom, there is an 'Accounts Payable Deposit' section with a checkbox for authorization and 'Cancel Changes' and 'Save Changes' buttons.

- Check the Authorization Box
- 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.

The screenshot shows the 'Proposed Pay Distribution' interface. The table has columns: Bank Name, Routing Number, Account Number, Account Type, Amount, Priority, Net Pay Distribution, and Status. The first row is selected, indicated by a green checkmark in the 'Bank Name' column: BANK OF AMERICA N.A. (Savings, \$250.00, Priority 1). The second row is WELLS FARGO AND COMPANY (Checking, Remaining, Priority 2). The 'Total Net Pay' is shown as \$250.00. Below the table, there is a note: 'The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.' At the bottom, there is an 'Accounts Payable Deposit' section with a checkbox for authorization and 'Cancel Changes' and 'Save Changes' buttons.

- Using the example above – If you no longer wish to have \$250.00 deposited into your Bank of America Savings account.
 - 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.
 -

******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.