

INSTRUCTIONS FOR ADDING OR CHANGING PAYROLL DIRECT DEPOSIT BANKING INFORMATION

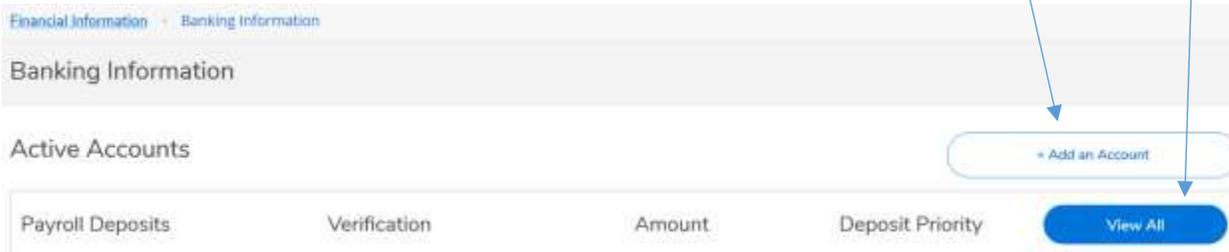
- 1) Log into myWidener (my.widener.edu). Enter **“direct”** in the search box at the top.



- 2) Click on **“Payroll Direct Deposit”** box.



- 3) Your current bank account will show (not in screen shot below). You can choose to **“View All”** to see your history of bank accounts.
- 4) **To add or change your bank account for Payroll direct deposit**, click on the **“Add an Account”** link.



- 5) Click the “**Activate**” button and the form will expand to include the following.
- 6) The Effective Date will automatically be today; you can change the date to a future date if needed. Leave the End Date set to “No end date”.

The screenshot shows a web form titled "Banking Information" with a sub-section "New Deposit". A blue arrow points to the "Activate" toggle switch, which is currently turned on. Below this, the "Effective Date" is set to "3/1/2020". The "End Date" section has "No end date" selected with a radio button. Under "Deposit Details", the instruction is "Select the amount of your paycheck to be deposited". Three radio buttons are present: "Entire Balance", "Specific Amount" (which is selected), and "Remaining Balance". A text input field is next to the "Specific Amount" option. Below this are sections for "New Accounts" and "JP MORGAN CHASE". At the bottom left, there are "Next" and "Cancel" buttons. Another blue arrow points to the "Next" button.

- 7) Complete the Deposit Details as needed.
 - If you are depositing your entire pay into one bank account, choose “**Entire Balance**” and your entire net pay will be deposited into this account.
 - If you want to deposit a specific amount into one account that you are adding or changing, choose “**Specific Amount**” and enter a dollar amount in the next box. Your reminder net pay will be deposited into your existing account.
 - If you have both a specific amount and a remaining balance account and want to change the remaining balance account, check off the “**Remaining Balance**” option.
 - If you want to set up 2 accounts, one for a specific amount and one for the remainder, you will need to add two accounts.

Please feel free to contact someone in the Payroll department to make sure that your accounts are being set up as you planned. **610-499-4478, 610-499-4597, 610-499-4479**
- 8) Check “**Next**” after providing the needed information.

- 9) Complete banking information as needed. Please **double check** routing and account numbers. While the Payroll Office is operating remotely, please contact someone in our office after you fully complete your information so that they may check it with you. Call **610-499-4478, 610-499-4597, 610-499-4479** or use **Teams** to call us during the day.

Edit Bank Account Details

New Account

Account Nickname

New Account

Country of Bank

United States

Routing Number *

View sample check image

Bank Account Number *

View sample check image

Re-enter Bank Account Number *

View sample check image

Account Type

Checking

Terms and Conditions

Please Note: PAYROLL DIRECT DEPOSIT: (Questions call 610-499-4479 or 4597) Please confirm all account information prior to submission. The University is not responsible for incorrect account information. Entering an incorrect bank routing number or checking/savings account number will result in the rejection of your direct deposit payment and will delay delivery of your disbursement. Additionally, it is your responsibility to update your bank information in the event of account changes or closed accounts. Please remember to update this information in a timely manner to avoid payment delays. **** THE ACCOUNT INFORMATION SHOWN ABOVE WILL ONLY BE USED FOR FOR PAYROLL DIRECT DEPOSITS. Accounts Payable disbursement banking information updates are to be made in accordance with Accounts Payable guidelines in a totally different area.

I agree to the terms and conditions

Back Submit

- 10) Read the **“Terms and Conditions”** paragraph and **check off the “I agree to the terms and conditions”** box.
- 11) Click **“Submit”** to complete the process. You may go back in and review your information (see Step 3 and “View All” link)
- 12) Your information is typically pre-noted or checked prior to becoming active. Please allow time for your new information to become active. **If your bank account has been compromised, please contact us IMMEDIATELY and we will see what can be done.**