

# WAYNE STATE UNIVERSITY

## Instructions for Initiating or Updating Multiple Direct Deposits

### GENERAL INSTRUCTIONS

1. Log on to Academica (academica.wayne.edu)
2. Click on: Employee Resources
3. Click on: Employee Self Service
4. Click on: Other Services
5. Click on: Pay Information
6. Click on: Update Direct Deposit

The screen below will appear. You will be completing this screen and entering all information for each checking and/or savings account(s) (**3 account limit**) to direct your paycheck in.

The screenshot shows a web browser window with the URL <https://academica.wayne.edu>. The page title is "Academica > Other Services". The navigation menu includes "Personal Information", "Student", "Financial Aid", and "Employee". A search bar is located in the top right corner. The main content area is titled "Update Direct Deposit Allocation".

Below the title, there is a search bar and a "Go" button. A "RETURN TO MENU" link is also present. A check image is displayed, showing the routing and account numbers: **1234567890** and **12345678901001**. Below the check image, there are labels for "Bank Routing Number" and "Bank Account Number".

The form includes the following sections:

- Update Direct Deposit Allocation**
- A warning: "BEFORE you begin self-service direct deposit, make sure you have read the 'HELP' instructions. You are responsible for submitting the CORRECT information. Please use the check image above as a reference guide to complete the entries below. If you have any questions regarding your personal account information, please contact your financial institution."
- A checkbox: "Please click on 'HELP' in the upper right hand corner and it will take you to Direct Deposit Instructions and Frequently Asked Questions."
- Payroll Allocation:** A table with columns: Bank Name, Routing Number, Account Number, Account Type, Priority, Amount or Percent, Status.
- A note: "\* - indicates a required field."
- Add Allocation:** Fields for Bank Routing Number, Account Number, Account Type (dropdown menu), Amount or Percent (dropdown menu), Payroll Deposit (checkbox), and Accounts Payable Deposit (checkbox).
- A "Save" button.

At the bottom of the form, there is a link for "Direct Deposit Allocation".

### IMPORTANT NOTES:

Revised 9/9/15

1.) You are responsible for entering your direct deposit information. Any incorrect information may result in a delay in receiving your funds. WSU will not be responsible for incorrect entry of information.

2.) The priority given to each account is very important. See Examples at the end of the instructions.

3.) Remember always and only check **REMAINING AMOUNT BOX** on your last account selected.

## **STEP BY STEP INSTRUCTIONS**

Current WSU Direct Deposit Users please skip to INSTRUCTIONS for CURRENT WSU USERS if you are adding/changing accounts or amounts.

### **NEW to WSU DIRECT DEPOSIT:**

Complete the fields as follows:

#### **1.) Bank Routing Number:**

- U.S. Checking account, enter first nine (9) digits located on the bottom left portion of the check. **Refer to check image above.**
- U.S. Savings account, please contact your financial institution to obtain the correct information.
- The system will automatically insert the name of the financial institution associated with that routing number. Please confirm your institution.

#### **2.) Account Number:**

- Enter account number omitting hyphens, spaces and special symbols
- If unknown, contact your financial institution.
- There is no system verification of account numbers. You are responsible for entering the correct account information. Incorrect information can delay your receipt of your funds.

#### **3.) Account Type:**

- You **must** use the drop down box to select the account type, either **checking** or **savings**. Note: the default is Savings.

#### **4.) Amount or Percent**

- If you are entering only one financial institution account, select 100%.
- If you are entering more than one financial account, the first account(s) amount(s) should be dollars ONLY. **DO NOT USE PERCENT!!** The default is PERCENT. You need to change this to AMOUNT.

- The last financial institution should always be the remaining balance of net pay. Please refer to step #5 below.

5.) **Remaining Amount:** (This field will only appear after you have entered and saved at least one account.)

- Check this field only for the final account receiving a direct deposit of your net pay.

6.) **Click SAVE**

Repeat the steps above for each additional financial institution account.

7.) **REORDER**

- Once you have entered all of your information, you need to review the **Priority number** of each account. The priority determines the order of the amounts deposited in your accounts. Priority one (1) will be executed first, priority two (2) follows and then priority three (3) until the entire paycheck has been distributed. The financial institution you have designated to receive the remaining **Amount MUST** be your **last** priority.

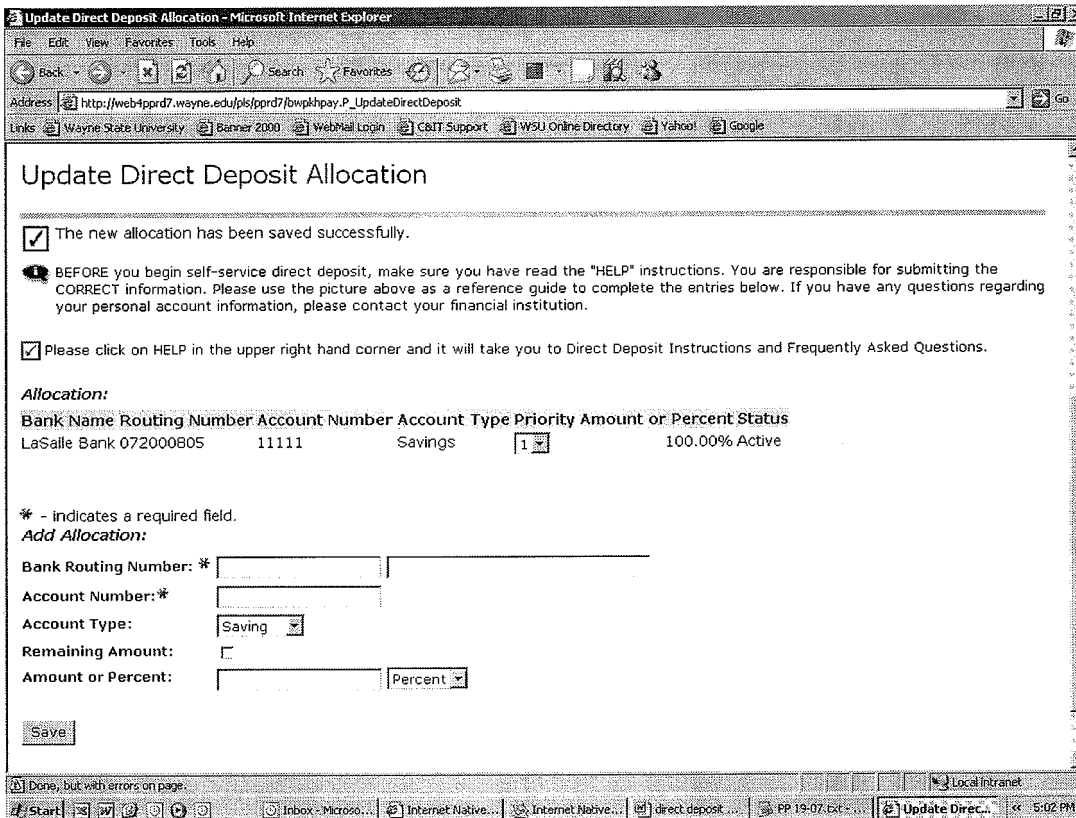
- If you need to make any changes to the Priority number order, click the down arrow in the priority column related to the bank you want changed and reorder accordingly. Click the **REORDER** button, then **SAVE**.

8.) Please re-verify your allocation by double clicking on DIRECT DEPOSIT ALLOCATION located at the very bottom of the screen. This will indicate how your net pay will be distributed. If you need to make corrections at this point, click the BACK button at the top left corner of the screen. Any final changes can be made by reordering the priority numbers. Once changes are made, click **REORDER**, then **SAVE**. Remember, the highest priority number **must** be the remaining amount.

9.) To End your session, scroll to the top of the page and click EXIT.

### **INSTRUCTIONS for CURRENT WSU USERS:**

If you currently have direct deposit with WSU payroll, your existing financial institution information appears when you click on **Update Direct Deposit**. A sample screen is shown below.



**To change the allocation on your current account:**

- Double click on the Bank Name that is highlighted in BLUE. This will allow you to make changes to your current direct deposit information for that account.
- SAVE any changes made.

**To add new accounts, see instructions 1- 8 above for NEW to WSU DIRECT DEPOSIT.** Remember that you **must REORDER (step #7)** the Priorities as directed above so that your last account receives the **remaining balance**.

**CANCELING YOUR DIRECT DEPOSIT:**

To cancel your direct deposit or to delete a financial institution account:

- Click the BLUE highlighted Bank Name for the account to be inactivated.
- Select the inactivate box.
- **SAVE.**
- **WARNING** –If you are inactivating the “remaining amount” account, you **must** select another account to receive the remaining amount. Failure to do this may result in a check being issued which may cause your direct deposit to be canceled for all future pay checks.
- **REORDER** your priorities if necessary. (See reordering step #7 above)

Questions can be directed to the Payroll Office at (313) 577-2138.

## Direct Deposit Samples

Deposit Result if your Net Paycheck was \$700.00

If you have only one account you need only check the remaining balance box \$700

**View Direct Deposit Information**

The following accounts are listed in the order in which your pay will be distributed.

*Pay Distribution as of Aug 08, 2007*

Bank Name	Routing Number	Account Number	Account Type	Net Pay	Distribution
Chase Bank, Michigan	072000326	700153901	Checking	700.00	
Total Net Pay				700.00	

*Proposed Pay Distribution:*

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay	Distribution
LaSalle Bank	072000805	11111	Savings	1	100.00%	700.00	
Total Net Pay							700.00

[ Earnings History | Pay Stub | Deductions History ]

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If you have two accounts you should:

Enter and amount for Account 1 \$ 100

Check the remaining amount box for Account 2 \$ 600

View Direct Deposit Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://webpprd7.wayne.edu/pls/pprd7/bwpkhpay\\_P\\_ViewDirectDeposit](http://webpprd7.wayne.edu/pls/pprd7/bwpkhpay_P_ViewDirectDeposit)

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Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
Chase Bank, Michigan	072000326	700153901	Checking	700.00
Total Net Pay				700.00

*Proposed Pay Distribution:*

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution
Michigan First CU	272078365	5555	Checking	1	\$ 100.00	100.00
LaSalle Bank	072000805	11111	Savings	2	Remaining	600.00
Total Net Pay						700.00

[ Earnings History | Pay Stub | Deductions History ]

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If you have three accounts you should:

Enter and amount for Account 1	\$ 100
Enter and amount for Account 2	\$ 200
Check the remaining amount box for Account 3	\$ 400

View Direct Deposit Information - Microsoft Internet Explorer
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File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://web4pprd7.wayne.edu/pls/pprd7/bwphkpay.P\_ViewDirectDeposit
Go

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## View Direct Deposit Information

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Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
Chase Bank, Michigan	072000326	700153901	Checking	700.00
<b>Total Net Pay</b>				<b>700.00</b>

*Proposed Pay Distribution:*

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution
Michigan First CU	272078365	5555	Checking	1	\$ 100.00	100.00
Comerica Bank	072000096	777777	Savings	2	\$ 200.00	200.00
LaSalle Bank	072000805	11111	Savings	3	Remaining	400.00
<b>Total Net Pay</b>						<b>700.00</b>

[\[ Earnings History | Pay Stub | Deductions History \]](#)

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Local Intranet

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