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.

[Image of Update Direct Deposit Allocation screen]

Payroll Allocation:
Bank Name Routing Number Account Number Account Type Priority Amount or Percent Status

* Indicates a required field.

Add Allocation:
Bank Routing Number:
Account Number:
Account Type:
Amount or Percent:
Payroll Deposit:
Accounts Payable Deposit:

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 06, 2007**

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Account Type</th>
<th>Pay Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chase Bank, Michigan 072000326</td>
<td>700153901</td>
<td>Checking</td>
<td>700.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Net Pay</strong></td>
<td></td>
<td></td>
<td>700.00</td>
<td></td>
</tr>
</tbody>
</table>

**Proposed Pay Distribution:**

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Account Type</th>
<th>Priority</th>
<th>Amount</th>
<th>Percent Net Pay Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>LaSalle Bank 072000805</td>
<td>11111</td>
<td>Savings</td>
<td>1</td>
<td>100.00%</td>
<td>700.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Net Pay</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>700.00</td>
<td></td>
</tr>
</tbody>
</table>

RELEASE: 7.3

[Earnings History | Pay Stub | Deductions History]

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

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

**Pay Distribution as of Aug 08, 2007**

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Account Type</th>
<th>Net Pay Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chase Bank, Michigan</td>
<td>072000026</td>
<td>700193991</td>
<td>Checking</td>
<td>700.00</td>
</tr>
</tbody>
</table>

**Total Net Pay**

700.00

**Proposed Pay Distribution:**

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Account Type</th>
<th>Priority Amount or Percent</th>
<th>Net Pay Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan First CU</td>
<td>2720878365</td>
<td>5555</td>
<td>Checking</td>
<td>1</td>
<td>100.00</td>
</tr>
<tr>
<td>LaSalle Bank</td>
<td>0720000865</td>
<td>11111</td>
<td>Savings</td>
<td>2</td>
<td>Remaining 600.00</td>
</tr>
</tbody>
</table>

**Total Net Pay**

700.00

RELEASE: 7.3

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

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

### Pay Distribution as of Aug 08, 2007

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Account Type</th>
<th>Type</th>
<th>Pay Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chase Bank, Michigan</td>
<td>0720000326</td>
<td>700153901</td>
<td>Checking</td>
<td></td>
<td>700.00</td>
</tr>
<tr>
<td>Total Pay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>700.00</td>
</tr>
<tr>
<td><strong>Proposed Pay Distribution:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Name</td>
<td>Routing Number</td>
<td>Account Number</td>
<td>Account Type</td>
<td>Type</td>
<td>Pay Distribution</td>
</tr>
<tr>
<td>Michigan First CU</td>
<td>272075365</td>
<td>55555</td>
<td>Checking</td>
<td>1</td>
<td>$100.00</td>
</tr>
<tr>
<td>Comerica Bank</td>
<td>072000096</td>
<td>77777</td>
<td>Savings</td>
<td>2</td>
<td>$200.00</td>
</tr>
<tr>
<td>LaSalle Bank</td>
<td>072000805</td>
<td>11111</td>
<td>Savings</td>
<td>3</td>
<td>Remaining</td>
</tr>
<tr>
<td>Total Net Pay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$700.00</td>
</tr>
</tbody>
</table>

**RELEASE: 7.3**