

UIW Payroll Office

First Time Setup for Direct Deposit and Changes

When will my change take effect?

- Semi-Monthly - changes made 1-15th effective on the 22nd pay cycle
- changes made 16th-31st, effective on the 7th pay cycle
- Monthly - changes made 1st-25th, are effective current month
- changes made after the 25th **may** be effective the next payroll

➤ Information Needed for Payroll Direct Deposit Activation or Updates

- ✓ Bank Routing Number (9 digits)
- ✓ Account number

The diagram shows a check with the following fields and labels:

- NAME**, **ADDRESS**, **CITY, STATE, ZIP**, **DATE**, **0123**, **01-23456789**
- REF TO THE ORDER OF**, **\$**, **DOLLARS**
- BANK NAME**, **ADDRESS**, **CITY, STATE, ZIP**
- FOR**
- 01 234 5678 90 123** (MICR line)
- Bank Routing Number** (01 234 5678)
- Bank Account Number** (01 234 5678 90 123)
- Check Number** (01 23)

- 1) Sign into Banner apps: <https://apps.uiw.edu>
- 2) Select "Cardinal Apps- "My Profile App"
- 3) Click "Direct Deposit" create, view and update your direct deposit allocation(s).
- 4) Click "Add New or Adjust Existing" (create from existing account or create new).
- 5) Choose "Routing number/Account Number/ Account Type (checking or savings)" or "Use Existing Account Information".
- 6) Amount: Select "Use Remaining" (default) or select "Use Percentage 100%" to direct all funds to one bank account.
- 7) If selecting "Specific Amount" or selecting less than 100%, please remember to select "Use Remaining Amount" to ensure there is not a paper check produced for the remaining balance of your net pay.
- 8) Check Authorization Box (bottom left)
- 9) Save New Deposit

| Bank Name | Routing Number | Account Number | Account Type | Amount | Priority | Net Pay Distribution | Status |
|---|----------------|----------------|--------------|-----------|----------|----------------------|------------|
| <input type="checkbox"/> Credit Human Federal Credit Union | xxxxx8284 | ██████████ | Checking ▼ | 50% ▼ | 1 ▼ | \$1,470.45 | Active |
| Check - YOU WILL RECEIVE A PAPER CHECK FOR THIS AMOUNT | | | | Remaining | | \$1,470.45 | |
| | | | | | | Total Net Pay | \$2,940.90 |

***** Please NOTE you will receive the message "Check-you will receive a paper check for this amount" if you have not allocated all funds. If you have any questions or concerns, please contact the Payroll Office at (210)805-5860 or uiwpayroll@uiwtx.edu.**