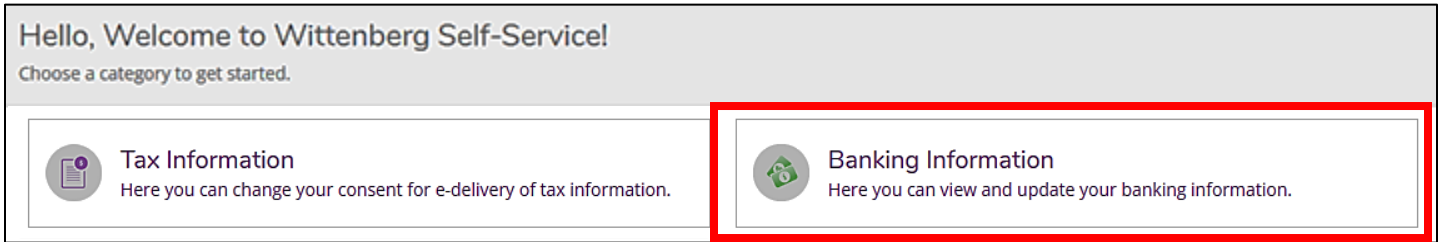
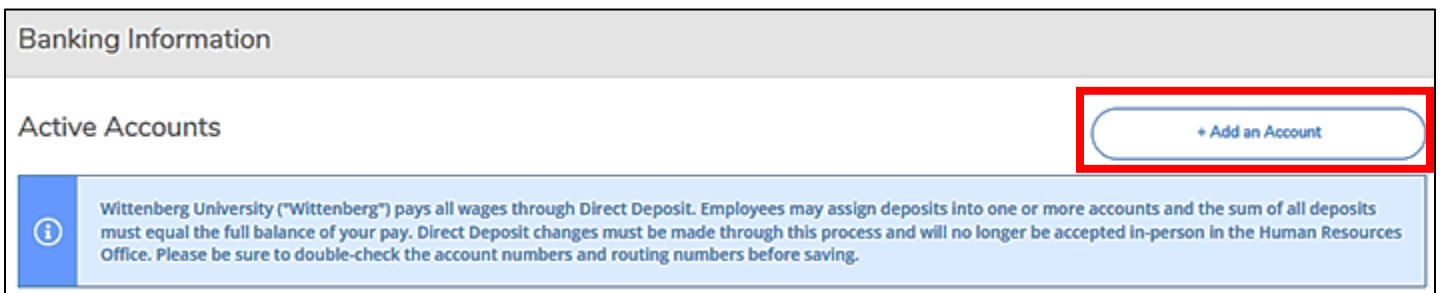


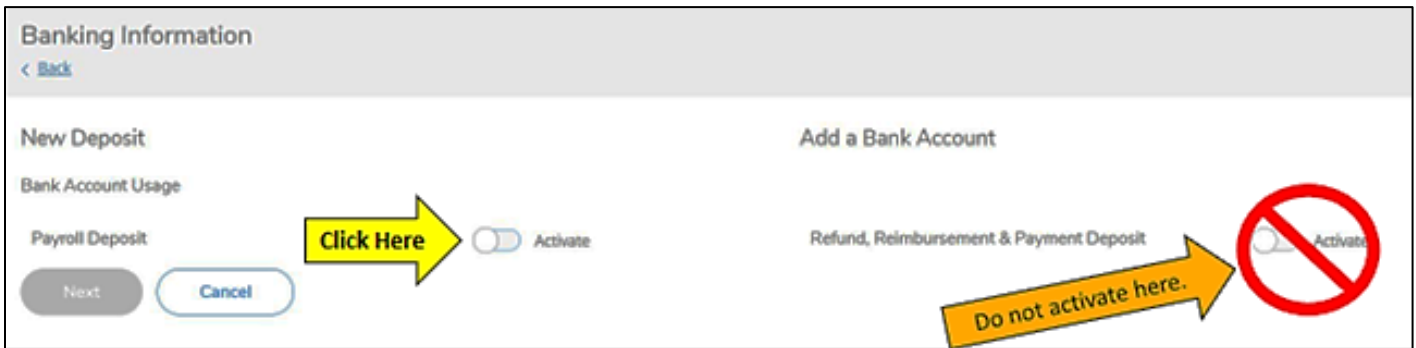
After logging in to Self Service, select **Bank Information**.



To add a new account, click **+Add an Account**.



Under **New Deposit**, slide the “Activate” button to the right for Payroll Deposit. *Do NOT activate the Refund, Reimbursement & Payment Deposit.*



Effective Date: It will have today’s date in the field, if the changes need to be effective immediately. Enter a different date if this change needs to be effective on a specific date.

End Date: Select “No end date” if you want this change to be continuous or select an “End on” date if you want this to only be effective for a specific period of time.

Deposit Details

1. Select “Entire Balance” if you want your entire paycheck to be deposited into this account.
2. Select “Specific Amount” and enter an amount if you only want a portion of your paycheck to go into this account.
3. Select “Remaining Balance” only if you have multiple accounts and want the rest to be deposited in this account.

Banking Information
< Back

New Deposit

Bank Account Usage

Payroll Deposit Activate

Effective Date

End Date No end date
 End on:

Deposit Details

Select the amount of your paycheck to be deposited

Entire Balance
 Specific Amount
 Remaining Balance

Deposit Priority: If this is the first time setting up a bank account, click **Next**. If accounts have already been set up, use the arrows on the right side to change priority and click next. *The account with "Remaining Balance" will always be last.*

Deposit Priority

Noah's Savings	1	▼
New Account	2	▲
Branch Banking & Trust NC	Balance	🔒

Next Cancel

Edit Bank Account Details: Enter the “Account Nickname”, “Routing Number”, “Bank Account Number” and “Account Type”. There are helpful images of check samples to understand where to locate your routing and account number on a check. This information can usually be found through your online/mobile banking.

The screenshot shows the 'Edit Bank Account Details' form. It includes the following fields and features:

- New Account:** A dropdown menu with 'New Account' selected.
- Account Nickname:** A text input field containing 'New Account'.
- Country of Bank:** A dropdown menu with 'United States' selected.
- Routing Number *:** A text input field with an information icon (i) on the right.
- Bank Account Number *:** A text input field with an information icon (i) on the right.
- Re-enter Bank Account Number *:** A text input field with an information icon (i) on the right.
- Account Type:** A dropdown menu with 'Checking' selected.

A 'U.S. Check Sample' image is displayed in the center, showing a check with the routing number '331674485' and account number '1456894801 3321'. The routing number is highlighted in blue and labeled 'Routing Number', and the account number is highlighted in green and labeled 'Account Number'. Red arrows point to the input fields for Account Nickname, Routing Number, Bank Account Number, Re-enter Bank Account Number, and Account Type.

If the routing number is invalid, immediately contact [Human Resources](#) in order to add your bank to the system.

The screenshot shows the 'Edit Bank Account Details' form with an error message. It includes the following fields and features:

- Wright Patt - Savings:** A dropdown menu with 'Wright Patt - Savings' selected.
- Account Nickname:** A text input field containing 'Wright Patt - Savings'.
- Country of Bank:** A dropdown menu with 'United States' selected.
- Routing Number *:** A text input field containing '123456789' with a red error message: 'The routing number is invalid'.
- Re-enter Bank Account Number *:** A text input field with an information icon (i) on the right.
- Account Type:** A dropdown menu with 'Checking' selected.

A yellow box contains the text: 'Remember: Routing numbers always have 9 digits.' A red box contains the text: 'If you receive this error, contact Human Resources!'. The 'Back' and 'Submit' buttons are visible at the bottom.

Once you have triple-checked all information, check the "I agree to the terms and conditions" and click **Submit**. **You will be responsible for any fees that are incurred if incorrect information is provided.**

Terms and Conditions ^

I authorize Wittenberg University to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account(s) listed below, at the depository (ies) named below, hereinafter called "Depository," and to credit the same to such account(s). Failure to provide accurate information may result in a cost for returned funds. I understand that all costs associated to depository information errors due to my failure to provide accurate information will be deducted from my next pay, or if no longer employed by Wittenberg, I understand that it is my responsibility to reimburse Wittenberg for the associated fees. This authorization is to remain in full force and effect until Wittenberg has received written notification from me of its termination in such time and in such manner as to afford Wittenberg and the Depository a reasonable opportunity to act on it.

I agree to the terms and conditions

Back Submit

Once submitted, you should see the added account(s) under "**Active Accounts**". Newly added account(s) will then be verified. This will not happen immediately.

To edit an account, click the name of the account under "Payroll Deposits". Go back to pages 2-4 to modify any information on the account. If you want to place an "End on" date for a particular payroll deposit account, please see instructions on page 2. To view all accounts, active and inactive, click "View All" in the top right-hand corner.

Active Accounts + Add an Account

Wittenberg University ("Wittenberg") pays all wages through Direct Deposit. Employees may assign deposits into one or more accounts and the sum of all deposits must equal the full balance of your pay. Direct Deposit changes must be made through this process and will no longer be accepted in-person in the Human Resources Office. Please be sure to double-check the account numbers and routing numbers before saving.

Payroll Deposits	Verification	Amount	Deposit Priority	View All
Noah's Savings	⚠ Not Verified	\$250.00	1	>
Branch Banking & Trust NC	✓ Verified	Balance	Last	>