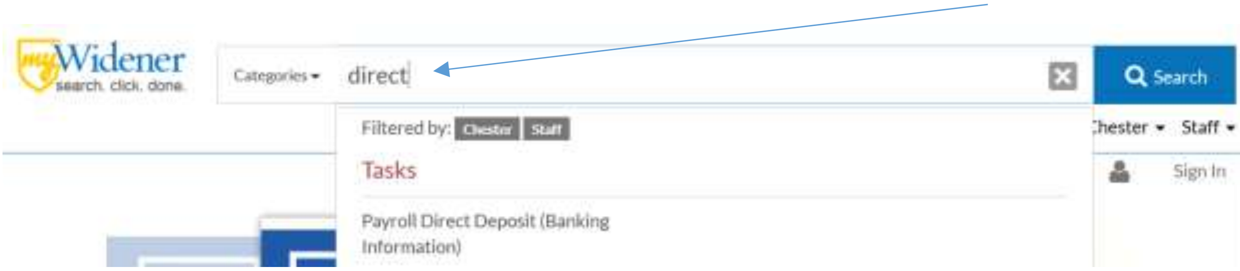
INSTRUCTIONS FOR ADDING OR CHANGING PAYROLL DIRECT DEPOSIT BANKING INFORMATION

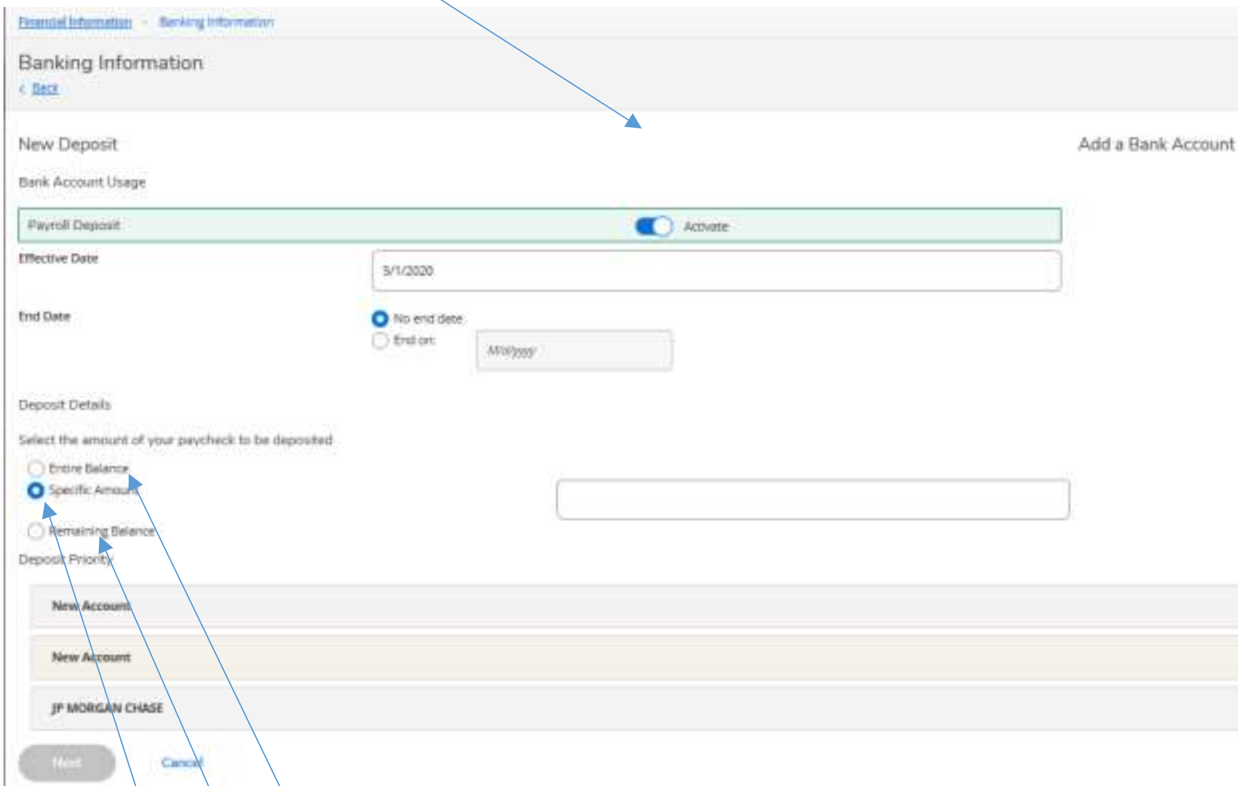
1) Log into myWidener (my.widener.edu). Enter “**direct**” in the search box at the top.



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) **<u>To add or change your bank account for Payroll direct deposit</u>**, 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”.



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.

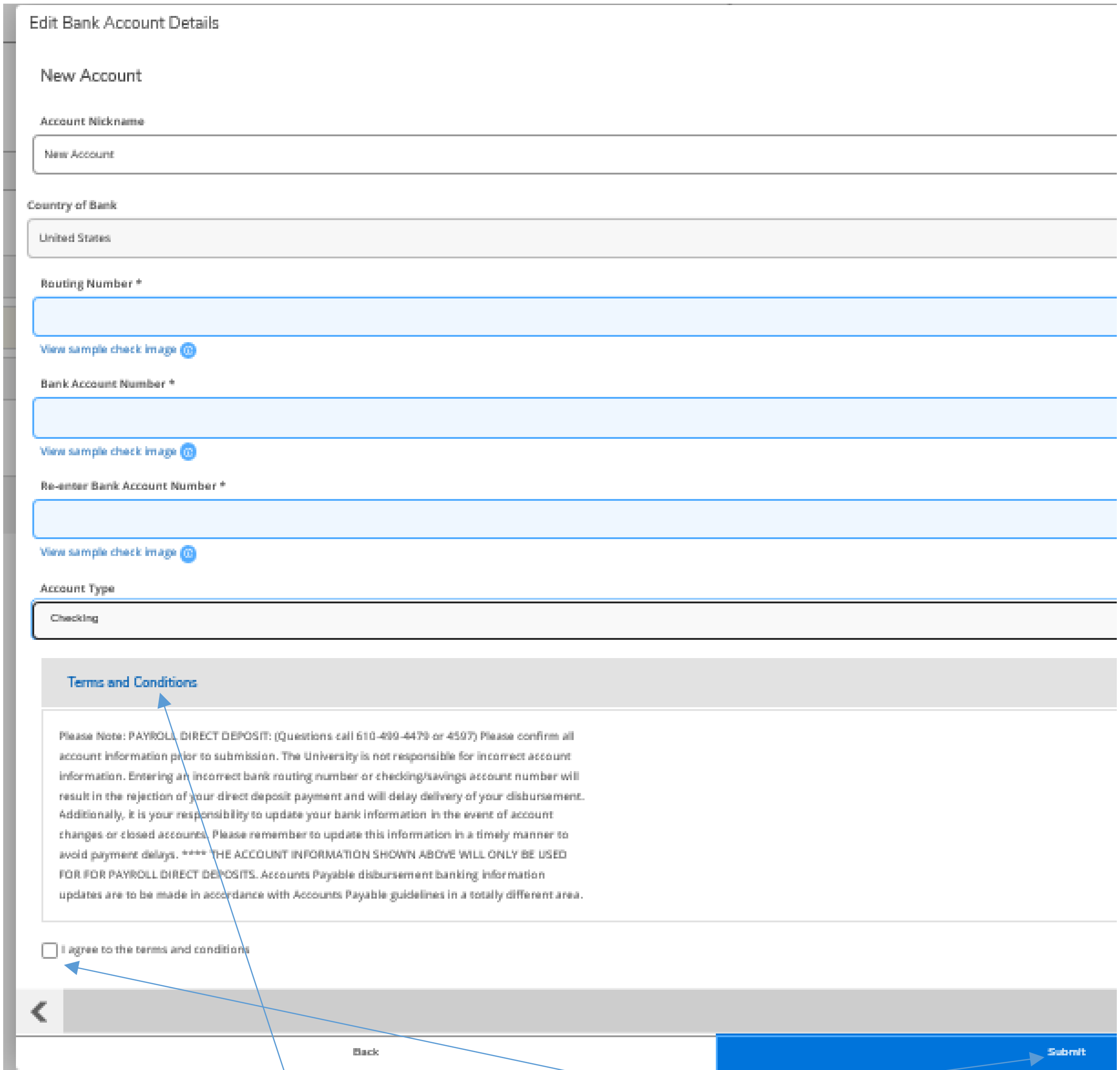
-If you have both a specific amount and a remining balnce account and want to change the remaining balance account, check off the “**Remaining Balance**” option.

-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 needede 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.**



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.**