



Wisconsin Union

Experiences for a lifetime

Direct Deposit Instructions

Direct Deposit of Payroll Note: Student Hourly employees are required to enroll in direct deposit as a condition of employment. In cases where financial information is not submitted on time, a US Bank pay card will be issued and sent by mail.

As an employee of the University of Wisconsin System, you are provided the convenience and security of having your pay automatically deposited into your personal bank, credit union or financial institution account. Automatic deposit of your pay into the personal account of your choice means you can:

- Be assured your pay will be deposited on payday even when you are on vacation or out of town.¹
- Eliminate the danger of lost or stolen pay cards.

You may choose up to three (3) accounts, savings and/or checking, to have your pay directly deposited as long as the following conditions are met:

1. Your financial institution(s) is located in the USA or Puerto Rico and is a member of the Automated Clearing House Association (ACHA); and
2. 100% of your net pay is committed to direct deposit.

Set Up Direct Deposit

Effective November 4, 2019, you can enter and update your direct deposit information using the Payroll Information module in MyUW. To set up your Direct Deposit of Payroll, you will need to go to the MyUW website (<https://my.wisc.edu/>).²

1. After logging into MyUW, go to the *Search box* at the top middle section of the website. Click on it and type "Payroll Information". After finishing typing, click the *Enter* key in your keyboard.
2. You will be redirected to the Search Results website. Under *MyUW* title in *Search Results*, a link to Payroll Information will be displayed. Click on *Payroll Information* title.

NOTE: The Portal can be accessed from anywhere with Internet access, including your Smartphone or Tablet.

3. Now that you have accessed to the Payroll Information widget, scroll down to the bottom of the website.
4. On the bottom left you will find a button called *Update your Direct Deposit*. Click on the button.
5. A new window will open that is going to ask you the organization at the University of Wisconsin System you work at. Select "UW-Madison" in the scroll-down menu, if it is not already selected.
6. Click *Go* to open the Direct Deposit website.
7. Click *Add Account* to set up account information. Enter account information. When finished, click *Save*.³ Sign out of the page through the stacked menu in the upper right corner.

Enter Additional Accounts⁴

¹ While most financial institutions post funds to accounts at the beginning of the bank business day, this is not a universal practice. It is strongly recommended that you check with your financial institution to determine when you funds will be available.

² If you are not a UW-Madison student, you will need to process your access to MyUW website. As an employee you have access to MyUW.

³ A confirmation email will be sent to business email on file.

⁴ Up to three accounts can be entered, for paycheck distribution.

1. After opening the Direct Deposit website, click the plus sign (+) at the top of the accounts list.
2. Enter account information including a deposit type of amount or percent and the corresponding value. When finished filling out click Save.
3. Repeat steps 1-3 for additional account if necessary.

NOTE: If entering 3 accounts, the order money is deposited can be modified by clicking the Reorder button.

4. Sign out of the page through the stacked menu in the upper right corner.

Common questions about Direct Deposit

How do I know that a deposit has been made to my account?

Your earnings statement will show how much you have earned, a detail of your deductions, and how much has been deposited to your account(s). Your financial institution will show the deposit on your monthly statement.

Where do I find my earnings statement?

Your earnings statement can be found in the Payroll Information app in the MyUW portal located at <https://my.wisconsin.edu/>. UW-Madison employees should use MyUW Madison at: <https://my.wisc.edu/>.

When will direct deposit begin?

The first pay period after your direct deposit has been entered.. Keep in mind that most payrolls are processed up to one week prior to the actual pay date. Please verify with your financial institution on your pay date that your direct deposit has gone into effect.

When will my pay be deposited into my account?

Your pay will be deposited into your account(s) on your pay day. Funds will not be available prior to that date.

What do I do if I want to change financial institutions or accounts once I am enrolled in the program?

If you change your financial institution or account, you update your direct deposit via your MyUW, as soon as possible.

What will happen to my direct deposit if I cancel my account with my financial institution but don't cancel my direct deposit with the University of Wisconsin prior to the payroll being processed?

Your direct deposit will automatically be sent as though the account(s) were open. All funds submitted to the closed account will not become available until such funds are returned to the University of Wisconsin System by the financial institution. A pay card or paper check will then be issued. This may delay your payment.

Can I direct deposit my pay into more than one financial institution account?

Yes. If you choose to direct deposit into two or three accounts, you must designate one account as your primary account and the others as a second and third account. The second and third accounts will require either a fixed amount or a percentage of net pay. Your pay will be split into multiple accounts with the fixed and or percentage amounts deposited first and all remaining pay deposited to the primary account (unless 100% of your pay is deposited into the second and third accounts).

Does it matter whether I designate my savings account as my primary account?

No. You may direct deposit into a checking or savings account, or any combination of up to three accounts.

If I have been gone for a period of time (or terminated employment) and return to work, do I need to complete a new form? (Examples: leave of absence without pay, sabbatical leave, etc.)

Possibly. Your direct deposit will remain active for up to fifteen months with no payroll activity. After that period of time all direct deposits will be inactivated and new submission will be required. Please note: If your financial institution or account numbers have changed, it is imperative that you submit new information.

Do I need to submit a new direct deposit if I am changing departments?

No, your existing direct deposit information will remain in force.