








Direct Deposit Self Service Management

Sign into EagleNET through inside EWU: <https://inside.ewu.edu/>. Select EagleNET from the Quick Links and log in with your SSO.



Quick Links

General

-  Canvas
-  Email | Calendar
-  Directory
-  Map
-  EagleNET
-  Google Drive | OneDrive
-  Time Reporting

Click on Employee, select Pay Information, then Direct Deposit Allocation.

EagleNET

Browse

Welcome, [Redacted] to EagleNET!

Home > Employee > Pay Information

Personal Information

Student

Financial Aid

Employee

Finance

Employee Profile	Time Sheet	Electronic Personnel Action Forms	Benefits and Deductions Retirement, Flexible Spending, Health, Miscellaneous, Benefit Statement.
Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs.	Tax Forms W4 information and W2 Form.	Jobs Summary	Leave Balances
<input checked="" type="checkbox"/> Direct Deposit Allocation	<input checked="" type="checkbox"/> Earnings History	<input checked="" type="checkbox"/> Pay Stub	
<input checked="" type="checkbox"/> Deductions History	<input checked="" type="checkbox"/> Earnings by Positions		

The Direct Deposit Allocation page will show your current allocations for Pay Distribution (Payroll) as well as Accounts Payable Deposit. You see "Pay Distribution as of xx/xx/xxxx" which was your last payment for employee pay.

Next you see the "Proposed Pay Distribution" which is for employee payroll and "Accounts Payable Deposit" which is for employee reimbursements and Student Financial Services payments. (Notice this example already has direct deposit set up for both employee and Accounts Payable and they show "Status" as Active). If you don't see the Accounts Payable section, scroll down on your browser to the bottom of the page.

Both Proposed Pay Distribution and Accounts Payable Deposit must be done separately. They are not connected. However, you can copy account information and apply it to either section, as instructed below. It is highly recommended that you update both sections at the same time.

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Pay Distribution as of 11/25/2020

Bank Name	Routing Number	Account Number	Account Type
SPOKANE TEACHERS CU	xxxx[REDACTED]	xxxxxxx[REDACTED]	Checking

Proposed Pay Distribution

- Delete + Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> SPOKANE TEACHERS CU	xxxx[REDACTED]	xxxxxxx[REDACTED]	Checking	Remaining	1	[REDACTED]	Active
						Total Net Pay	[REDACTED]

Accounts Payable Deposit

- Delete + Add New

Bank Name	Routing Number	Account Number	Account Type	Status
<input type="checkbox"/> SPOKANE TEACHERS CU	xxxx[REDACTED]	xxxxxxx[REDACTED]	Checking	Active

The Proposed Pay Distribution section is where you will make payroll direct deposit changes. You can choose to Delete, Edit or Add new direct deposit information. Check the box in front of your existing account and either make changes or delete the account using the Delete button. You can choose to split pay distributions among multiple accounts or a single account. Add a new account by using the Add New button.

Proposed Pay Distribution
⬆

⊖ Delete ⊕ Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input checked="" type="checkbox"/> SPOKANE TEACHERS CU	xxxx██████	xxxxxxxx██████	Checking ▾	Remaining ▾	1 ▾	██████████	Active
						Total Net Pay	██████████

ⓘ The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

If you choose to delete your current account, you will see a message asking you to confirm.

⚙ 👤 Tammy M Felicijan 1

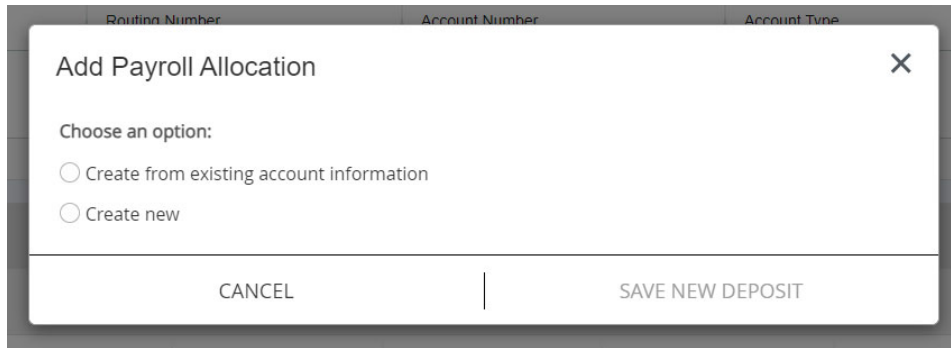
Previous • Direct Deposit Allocation

Bank Name	Routing Number	Account Number	Account Type
SPOKANE TEACHERS CU	xxxx██████	xxxxxxx██████	Checking

⚠ Are you sure you want to delete the selected Payroll deposits?

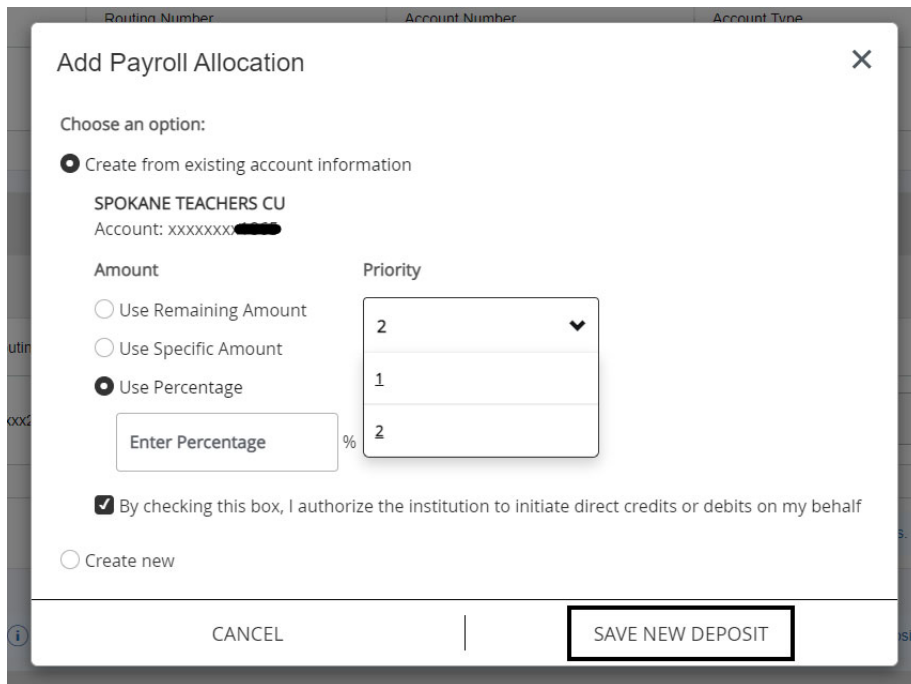
Cancel
Delete

To Add a new account, choose the Add New button. You will see an option to create from an existing account or create a new account.



The screenshot shows a dialog box titled "Add Payroll Allocation" with a close button (X) in the top right corner. Below the title, it says "Choose an option:" followed by two radio button options: "Create from existing account information" and "Create new". The "Create new" option is selected. At the bottom of the dialog, there are two buttons: "CANCEL" on the left and "SAVE NEW DEPOSIT" on the right.

For existing account information, you apply account information that is already in the system. Choose the payroll allocation you want. You can designate a specific amount or use a percentage. If you only have one Direct deposit you choose "Use Remaining Amount." Check the box to authorize and click "save new deposit."



The screenshot shows the "Add Payroll Allocation" dialog box with "Create from existing account information" selected. It displays the account name "SPOKANE TEACHERS CU" and a partially redacted account number "Account: xxxxxxxx-XXXX". Under the "Amount" section, "Use Percentage" is selected, and a text input field contains "Enter Percentage" followed by a percent sign. A dropdown menu for "Priority" is open, showing options 1 and 2, with 2 selected. At the bottom, there is a checked checkbox with the text "By checking this box, I authorize the institution to initiate direct credits or debits on my behalf". The "SAVE NEW DEPOSIT" button is highlighted with a black border.

Create new account information here. If needed, click on the “i” information button to see where to find your Bank Routing and Account Number. Choose the Account Type from the drop-down box. The priority is the order of the accounts you have for deposit so if you only have one account then it will be Priority 1.

Choose the payroll allocation you want. You can designate a specific amount or use a percentage. If you only have one Direct deposit you choose “Use Remaining Amount.”

Now check the box to authorize the direct deposit and click “Save New Deposit.”

Add Payroll Allocation [X]

Choose an option:

Create from existing account information

Create new

Bank Routing Number ⓘ Account Number ⓘ

Bank Routing Number Account Number

Bank Name Account Type Priority

Bank Name

Account Type: Select a Type ▼
Checking
Savings

Priority: 2 ▼

Amount

Use Remaining Amount

Use Specific Amount

Use Percentage

Enter Percentage %

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL | SAVE NEW DEPOSIT

Now notice the Status is "Prenote" which means it will take one pay cycle for a test (you will receive a check) and the following pay will go direct deposit if your account information is confirmed.

Proposed Pay Distribution ▲

- Delete + Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> SPOKANE TEACHERS CU	xxxxx	xxxxxxx	Checking	Remaining	1		Prenote
						Total Net Pay	

i The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

To edit employee pay (in the Proposed Pay Distribution section), check the box of the account you would like to edit, click the amount drop-down box and type the change you want. Priority is the priority of direct deposits for those choosing more than one account. The last priority has to be “Remaining” for the amount. (In this example I changed Inspirus CU from \$50.00 to \$100.00)

Now click bottom left, “By checking this box, I authorize the institution to initiate direct credits or debits on my behalf” and then “Save Changes” in the bottom right.

Proposed Pay Distribution
Delete Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input checked="" type="checkbox"/> INSPIRUS CU (Formerly SCHOOL EE CU OF WA)	xxx	xxxxxxxx	Checking	\$100.00	1	\$50.00	Active
<input type="checkbox"/> SPOKANE TEACHERS CU	xxx	xxxxx	Checking	Remaining	2	\$1,785.01	Active
Total Net Pay						\$1,835.01	

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Accounts Payable Deposit
Delete Add New

Bank Name	Routing Number	Account Number	Account Type	Status
<input type="checkbox"/> SPOKANE TEACHERS CU	xxx	xxxxx	Checking	Active

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes
Save Changes

Notice the Net Pay Distribution has now changed and it shows the status is active.

Proposed Pay Distribution							
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> INSPIRUS CU (Formerly SCHOOL EE CU OF WA)	x000 [REDACTED]	xxxxxx [REDACTED]	Checking	\$100.00	1	\$100.00	Active
<input type="checkbox"/> SPOKANE TEACHERS CU	x000 [REDACTED]	xxxxxx [REDACTED]	Checking	Remaining	2	\$1,735.01	Active
						Total Net Pay	\$1,835.01

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

To Add, Delete or Edit an Accounts Payable Deposit, follow the steps above only choose the “Accounts Payable Deposit” section.

Accounts Payable Deposit				
Bank Name	Routing Number	Account Number	Account Type	Status
<input type="checkbox"/> SPOKANE TEACHERS CU	xxxx-███	xxxxxxxx-███	Checking	Active

You can only have one Accounts Payable Deposit. To make a change, you will need to delete the original account and set up a new account. You can easily copy the account information for Payroll to Accounts Payable by using the “create from existing account” function under the Add New option (described above).

Add Accounts Payable Deposit

Choose an option:

- Create from existing account information

Select existing account

- SPOKANE TEACHERS CU
Account: xxxxxxxx-███

CANCEL | SAVE NEW DEPOSIT

Choose the account to copy from the drop-down box, click the box to authorize, click “save new deposit.”

The screenshot shows a dialog box titled "Add Accounts Payable Deposit" with a close button (X) in the top right corner. Under the heading "Choose an option:", the radio button for "Create from existing account information" is selected. Below this, a dropdown menu displays "SPOKANE TEACHERS CU ...". A checkbox labeled "By checking this box, I authorize the institution to initiate direct credits or debits on my behalf" is checked. The "Create new" option is unselected. At the bottom, there are two buttons: "CANCEL" on the left and "SAVE NEW DEPOSIT" on the right, which is highlighted with a black border.

You can also create a new account by filling in your bank information, selecting the account type, and clicking “save new deposit.”

The screenshot shows the same "Add Accounts Payable Deposit" dialog box. This time, the radio button for "Create new" is selected. The "Create from existing account information" option is unselected. There are two input fields: "Bank Routing Number" and "Account Number", each with an information icon (i) to its right. Below these is a "Bank Name" input field. To the right of the "Bank Name" field is a dropdown menu for "Account Type" which is open, showing "Select a Type" at the top, "Checking" as the selected option, and "Savings" below it. The authorization checkbox is checked. At the bottom, the "SAVE NEW DEPOSIT" button is highlighted with a black border.