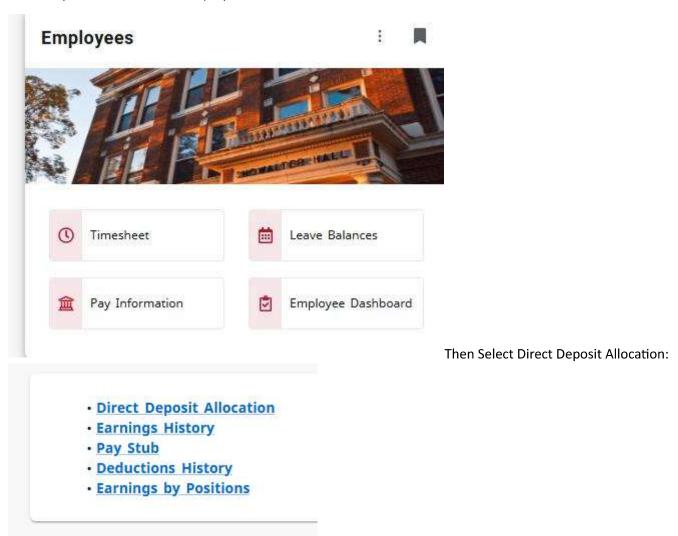
EMPLOYEE DIRECT DEPOSIT SETUP OR CHANGE TUTORIAL

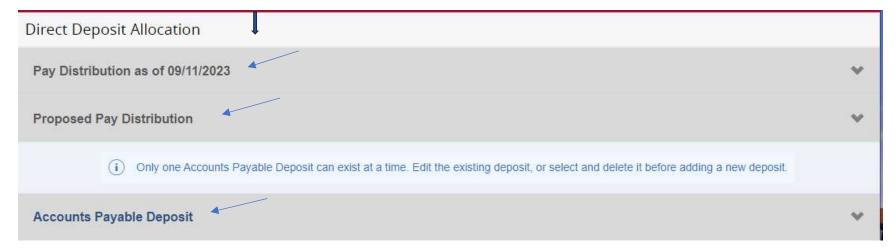
Log into EagleNet Experience. https://inside.ewu.edu/

Select Pay Information under Employees box:



You will now see three sections:

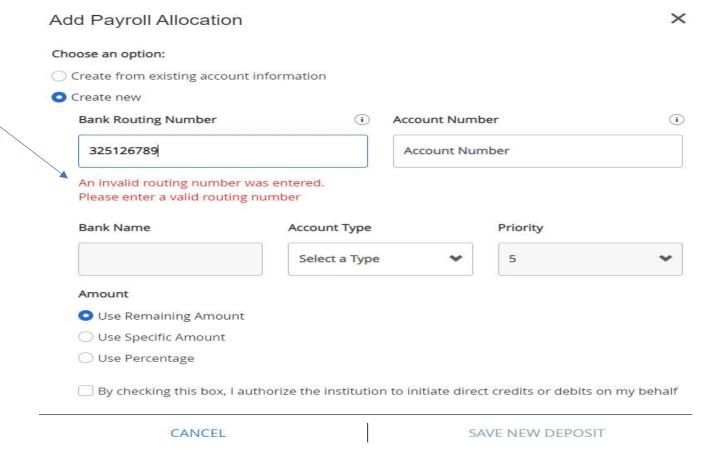
- 1. "Pay Distribution as of xx/xx/xxxx" which is the current direct deposit setup for your employee pay.
- 2. "Proposed Pay Distribution" which is where you can make changes to your current direct deposit for your employee play.
- 3. "Accounts Payable Deposit" which is used for employee travel advances and reimbursements, employee expense reimbursements, student payments for financial aid and other refunds etc. and other vendor payments. Click the arrows to expand the view which gives you your detail of your direct deposit.



Not all banks are set up in our system. If you enter the correct routing number and receive an error message (see below) that an invalid routing number was entered, please email Payroll or SFS (Student Financial Services) and request that we set up your bank in our system, so you can enter your direct deposit information. We only need your bank name and routing number to set up your bank. (Never email your bank account number as email is not secure)

payroll@ewu.edu

sfsofc@ewu.edu



To add a new employee direct deposit: Select "Add New" from the "Proposed Pay Distribution" section.

This example will show adding three accounts. Two with \$50.00 each and the third with the remaining. You must have one account that is "Use Remaining Amount", and it needs to be the last in the priority. (The system will automatically change this to the last priority)

Select "+Add New"



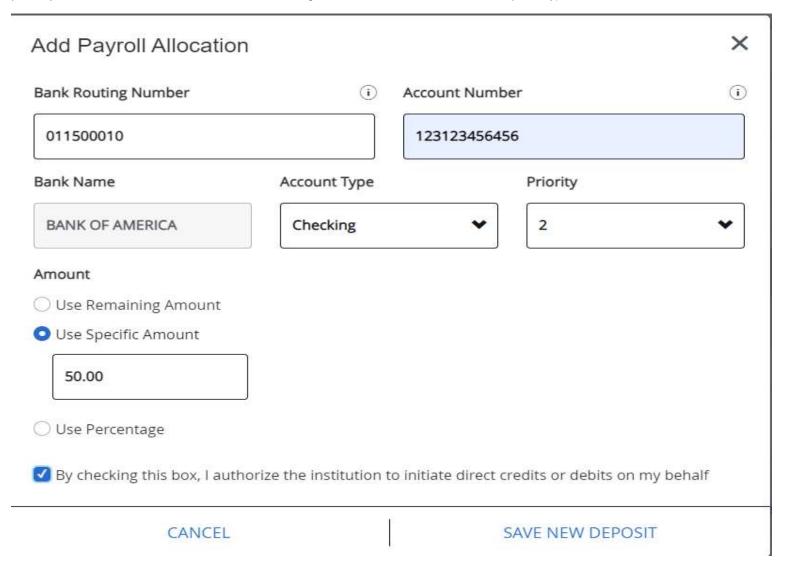
Select "Create new" and fill in your banking information. This is the account that you want the remaining amount deposited. Once completed, check the authorization box, and then select "SAVE NEW DEPOSIT" (Example below)

× Add Payroll Allocation Choose an option: O Create from existing account information Create new Bank Routing Number Account Number (i) 325272034 112233445566 Account Type Bank Name Priority ALASKA DIST ENGINEER... Checking 1 Amount Use Remaining Amount O Use Specific Amount Use Percentage By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

SAVE NEW DEPOSIT

CANCEL

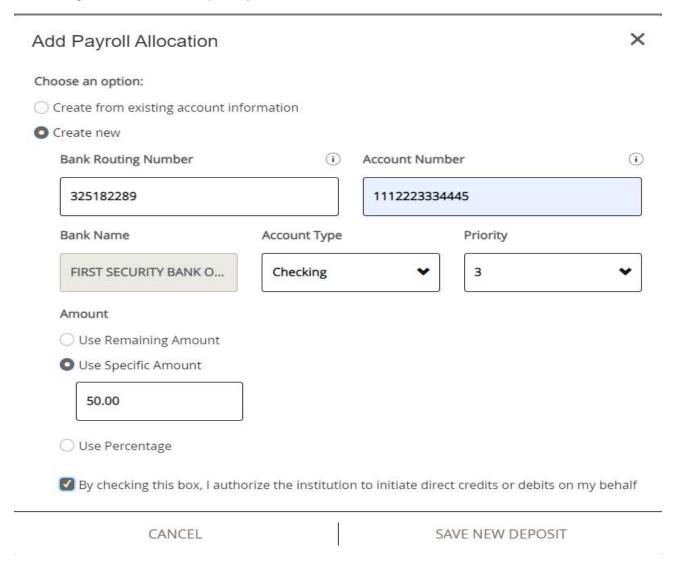
To add your next bank, select "+Add New" and complete with your 2nd bank information. Choose to deposit \$50.00 in this account. Once complete, check the authorization box and then select "SAVE NEW DEPOSIT" (Notice this shows as Priority 2. Once saved it will change to priority 1 because the account with the "remaining amount" must be the last in the priority)



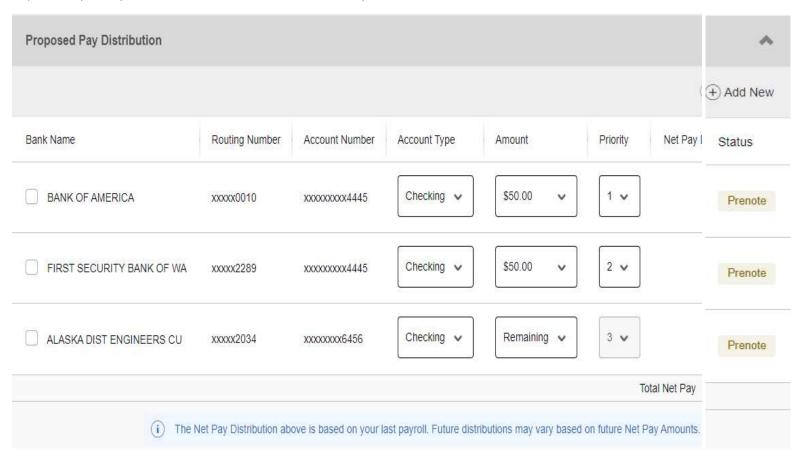
(Notice the priority. \$50.00 will be deposited in the 1^{st} account and the remaining amount will be deposited in the 2^{nd} account."

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority
BANK OF AMERICA	xxxxx0010	xxxxxxxx4445	Checking ~	\$50.00	1 🗸
ALASKA DIST ENGINEERS CU	xxxxx2034	xxxxxxxx6456	Checking •	Remaining 🗸	2 🗸

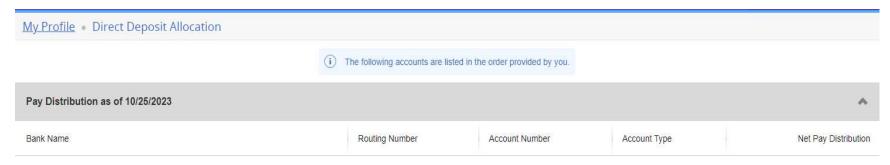
In this example, add your third and final account: Select "+Add New" then "Create new" and enter your banking information. You will have \$50.00 go into this account. Save (Notice the priority shows "3". Once saved, the system will change it to "2" so your account that has the "Remaining amount" is the final priority at "3".



Note the Priority shows the account with the "Remaining" is the final priority. Also notice the status is Prenote which will run a test cycle for the next available payroll. If the account validates with the bank, it will flip to "Active" for any future payrolls. If there are no other active direct deposits in place, you will receive a check on the Prenote cycle.

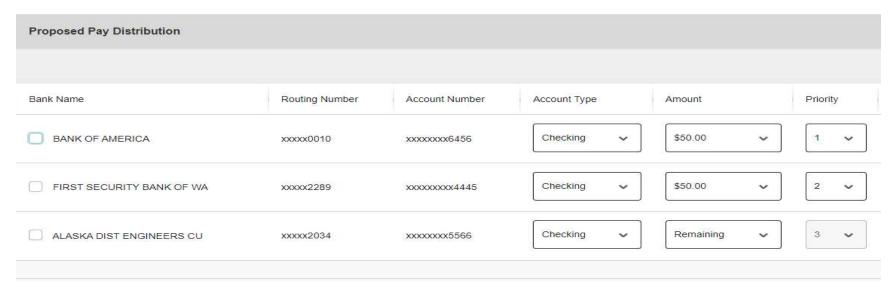


If you would like to change your direct deposit setup, you will see your current banking information under the section "Direct Deposit Allocation". You also see "Pay Distribution as of xx/xx/xxxx" which was your prior payment amount and bank of your last payment.

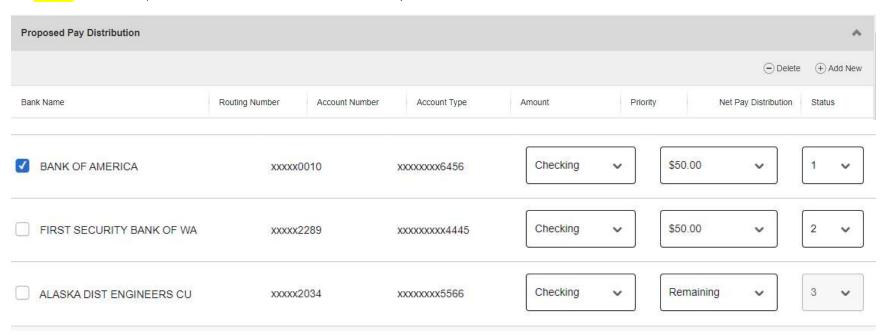


Actual information will be here.

The "Proposed Pay Distribution" is where you will add, delete or edit your employee direct deposit. On the left, select the bank you would like to edit.



To "Delete" a direct deposit record, check the box of the account you want deleted and then select "Delete."



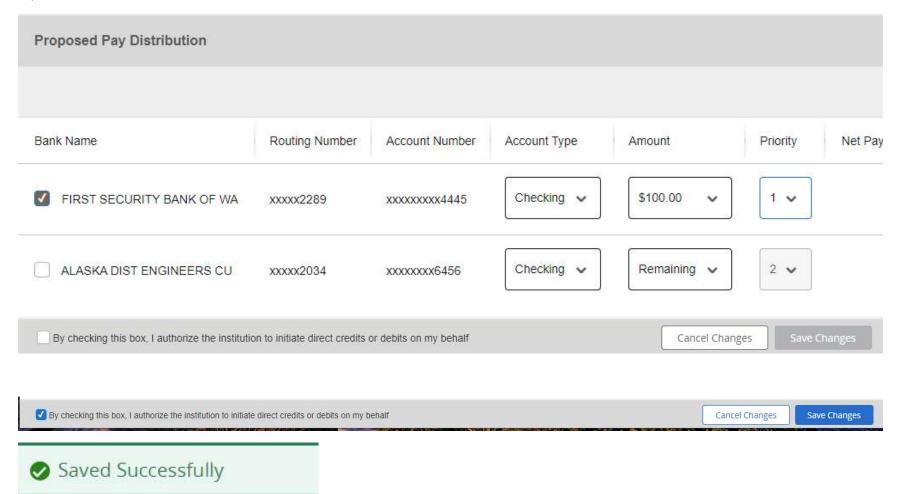
Select DELETE



Now you only have two accounts remaining for your direct deposit and their priorities are number 1 and 2.

Proposed Pay Distribution					
ank Name	Routing Number	Account Number	Account Type	Amount	Priority
FIRST SECURITY BANK OF WA	xxxxx2289	xxxxxxxxx4445	Checking	\$50.00	1 ~
ALASKA DIST ENGINEERS CU	xxxxx2034	xxxxxxxx5566	Checking •	Remaining v	2 🗸

Example of an Edit. Change First Security Bank of WA from \$50.00 to \$100.00. 1st check the box of the bank to edit, 2nd change the amount, and 3rd check the authorization box at the bottom of the page and then select "Save Changes". Look for the notification ... "Saved Successfully" at the top.



Example: How to set up your Accounts Payable Deposit for your travel or other expense reimbursements, by using one of your existing payroll bank accounts. Select "Add New" under the Accounts Payable Deposit section and then select "Create from existing account information."



You can select any of the payroll accounts that you have set up. For Accounts Payable, you may only have one bank. Select the Alaska Account.



1) Select the Alaska account 2) check the authorization box 3) "SAVE NEW DEPOSIT"



Your "Accounts Payable Deposit" bank is shown as Prenote and will need to go through a test cycle. These cycles are ran daily. Once the account is verified, your reimbursements will go direct deposit.

