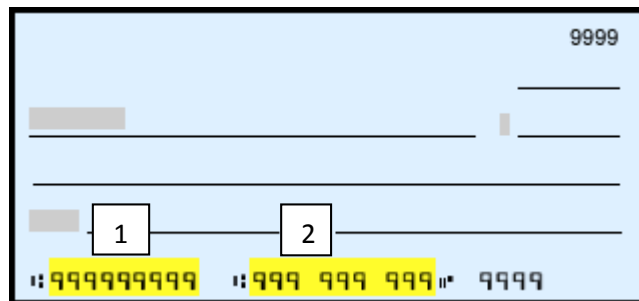


Direct Deposit

*By signing up for Direct Deposit, you bypass the need to physically take your check to the bank. Instead, your paycheck is electronically deposited into your checking account. For many employees, Direct Deposit allows you to receive your paycheck at midnight of the payday.**

Signing up for Direct Deposit online takes only a few steps. Follow these instructions, and your direct deposit will be in effect in approximately 1-2 pay periods.

1. Log in to your GoWMU account with your BroncoNet ID at <https://gowmu.wmich.edu/>
2. On the left side of the GoWMU page click on **Employee Self Service** (under the student home tab)
3. Click on the “**Self Service**” link underneath the search bar
4. Under Payroll and Compensation click “Direct Deposit”
5. Click “Add Account”
6. Fill in necessary inputs (Account Number, Routing Number)



The screenshot shows a web form with several input fields. Two fields are highlighted with yellow boxes and labeled '1' and '2'. Field '1' is the routing number field, and field '2' is the account number field. Below the form, a legend identifies these fields.

1. Routing number
2. Account Number

7. Choose Balance as the deposit type (this deposits your entire check)
8. Leave the amount blank
9. Leave deposit order blank
10. Allow 1-2 pay periods till Direct Deposit is in effect.

* Time of posting depends on protocol of bank receiving the funds (i.e.—employee’s bank). All Direct Deposit paychecks will be available on payday, however WMU cannot control the time of day your bank posts the Direct Deposit.