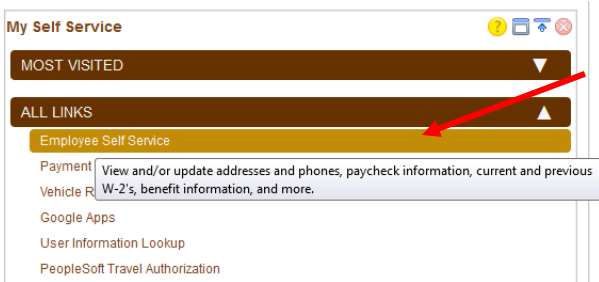


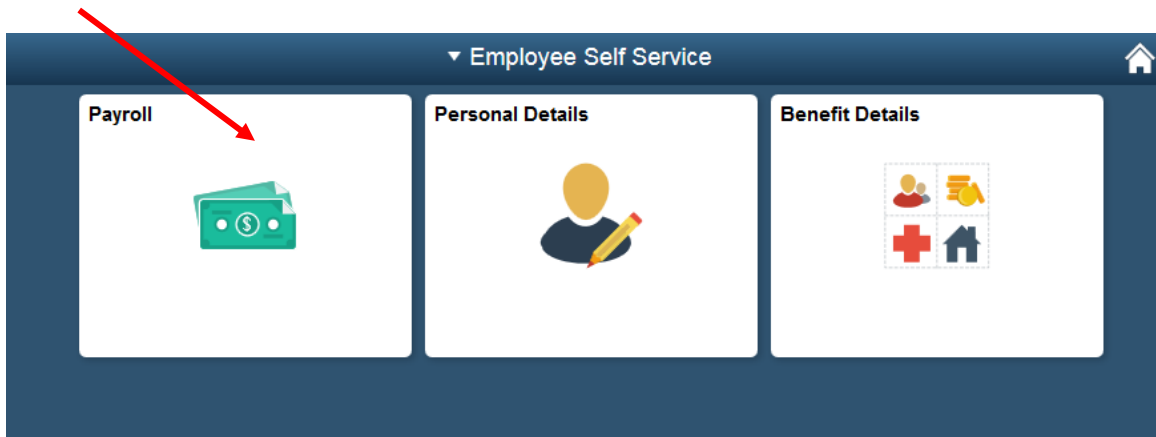
Update Direct Deposit

- Log into GoWMU – <https://gowmu.wmich.edu/>

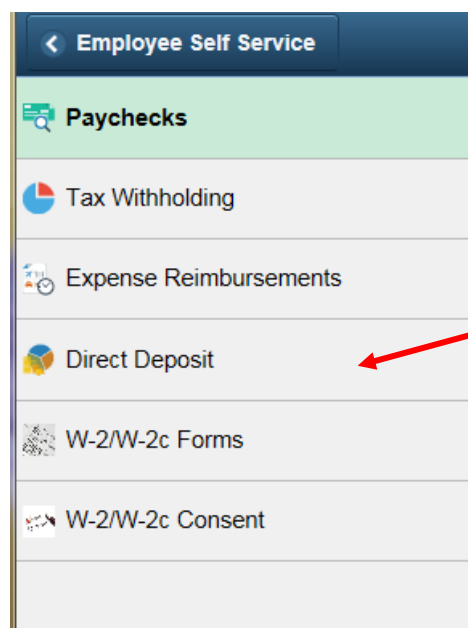


- Select Employee Self Service under the All Links section.

- Click on the Payroll Tile



- Click on Direct Deposit



- You will need to authenticate your direct deposit information before you can edit your accounts.
- You will need to enter your 9 digit routing number and full account number that is currently receiving your Net pay distribution deposit. Be sure to enter any leading zeroes (0).
- Select the orange Validate button

WMU Direct Deposit Authentication Please use HOME key to return to Employee Self Service

To provide a more secure login to access direct deposit information for additions, changes and deletions, an additional security authentication process has been implemented. To access your information to make changes, please input the current routing and account numbers that your net pay is currently deposited to below:

Chaquita Banana

Routing Number

Account Number

The routing number is the first set of numbers on your personal check, followed by your account number, followed by the check number.

Note - After three unsuccessful attempts to validate your current banking information, your access to Direct Deposit through Self Service will be revoked. You will be required to bring photo identification to the Payroll and Disbursements Department, located at 1270 Seibert to update your information and request that your online access be restored. Call the Payroll Office at (269) 387-2935 for additional information

Reminder - NEVER give Bronco NetID/password combination to anyone. Additional information regarding your responsibility for data security can be found at <http://www.wmich.edu/it/responsibilitiesdatasecurity>

- You cannot delete a Net Pay account you must edit the information.


Direct Deposit

Chaquita Banana

Thank you for successfully validating your information.
 To edit current information, please click the pencil button.
 To add new banking information or to add deposit information, please click "Add Stated Amount".

To edit your direct deposit information select the pencil next the account you wish to edit.

Review, add or update your direct deposit information.

Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount	Deposit Order	Edit	Remove
Checking	*****	*****	Balance of Net Pay		999		

- To edit your Net Pay account you will need to enter your new Routing number, Account Number, Retype Account Number and select Account Type and Select the Submit Button
- To edit your Stated Amount Account you will just need to enter the New amount and Select the Submit Button
- To add a New Stated Amount Account you will Select the “Add Stated Amount” button and enter your Routing Number, Account Number, Retype Account Number, Account Type, Amount, and Deposit Order 1, 2, 3, ... and Select the Submit Button

Direct Deposit

Change Direct Deposit

Chaquita Banana

Your Bank Information

Routing Number

[View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount

*Deposit Order (Example: 1 = First Account Processed)


* Required Field

- After each submission you will receive the following message

← Wmu Dir Dep AuthDirect Deposit

Direct Deposit


Next Step:



However, due to timing, your change may not be reflected on the next paycheck.

OK

- Click OK
- The final step is a system generated email message confirming that a change to your information has been received.



oit-pshr-info | [REDACTED]
WMU Employee Self Service Direct Deposit Verification

This email is to confirm that you updated your WMU Employee Self Service Direct Deposit information.

Direct Deposit changes and deletes can take up to 1 pay period to be effective and new accounts can take up to 2 pay periods depending on when the change, delete or add was completed.

Please review your future pay stub information through Employee Self Service to confirm your deposit change.

Contact the Payroll Office at (269) 387-2935 for additional information.

- In the event that an email notification is received when a change has not been requested by you, please contact the Payroll and Disbursement department immediately at (269) 387-2935 or by emailing Payroll and Disbursements at payroll-dept@wmich.edu.