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.

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

Please use HOME key to return to Employee Self Service.

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

To edit your direct deposit information select the pencil next the account you wish to edit.
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.
• After each submission you will receive the following message

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.

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.