New Employee Direct Deposit

Log into GoWMU – https://gowmu.wmich.edu/
Select Employee Self Service under the All Links section.

When accessing employee self service three tiles are displayed. To add or edit direct deposit information, click on the Payroll tile.

Next click - Direct Deposit
Enter your direct deposit information. If you do not sign up for direct deposit you will be automatically enrolled in the PayCard program.

Input the data elements highlighted above. Account type refers to check or savings. Once the net pay account is established, employees can add additional accounts with an actual dollar amount indicated.
Once the account information has been entered, click the "submit" button.

A notification related to the timing of the change will appear. Click "OK" to acknowledge the message.
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.