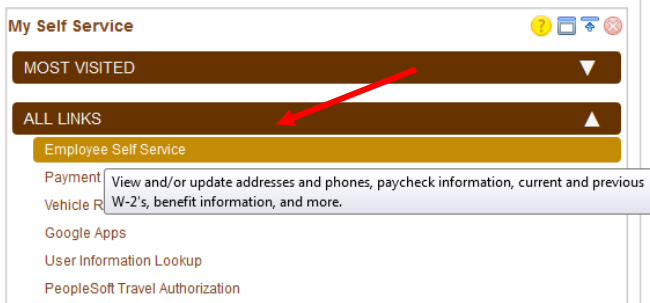
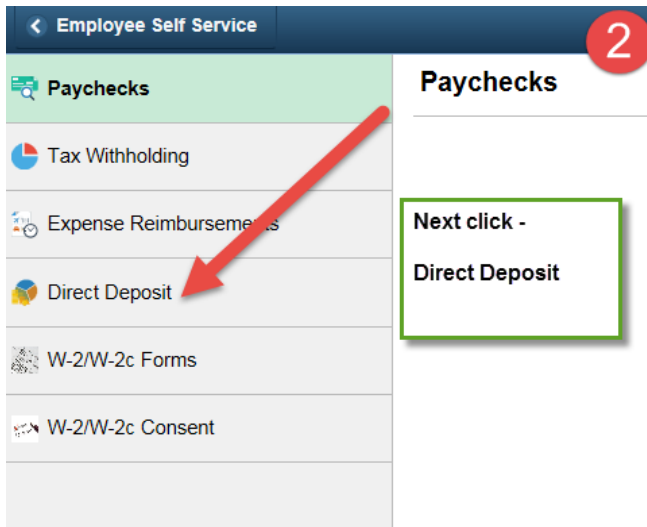
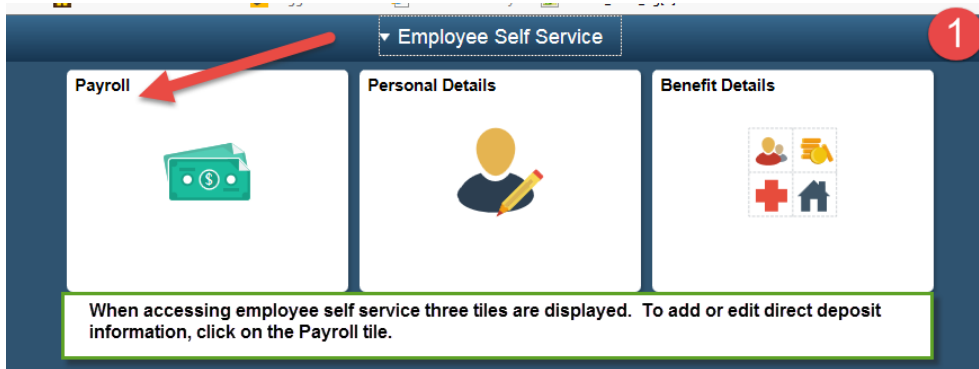


# New Employee Direct Deposit



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

Select Employee Self Service under the All Links section.



Employee Self Service Payroll **3**

- Paychecks
- Tax Withholding
- Expense Reimbursements
- Direct Deposit**
- W-2/W-2c Forms
- W-2/W-2c Consent

### 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".

You have not added any direct deposit account information.

Add Dir Dep or PayCard

**New employees will receive a validation confirmation upon initial access of the panel. Please click Add Dir Dep. Existing employees are required to input current bank routing and transit and account numbers for authentication purposes.**

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

Employee Self Service Payroll **4**

- Paychecks
- Tax Withholding
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- Direct Deposit**
- W-2/W-2c Forms
- W-2/W-2c Consent

### Direct Deposit

#### Add Dir Dep or PayCard

Chaquita Banana

**Your Bank Information**

Routing Number

**Distribution Instructions**

Account Number

Retype Account Number

\*Account Type

\*Deposit Type

Amount

\*Deposit Order: 999 (Example: 1 = First Account Processed)

\* Required Field

[Return to Direct Deposit](#)

**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.**

Employee Self Service Payroll 5

- Paychecks
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Direct Deposit  
Add Dir Dep or PayCard

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

[Return to Direct Deposit](#)

Once the account information has been entered, click the "submit" button.

Employee Self Service Payroll 6

- Paychecks
- Tax Withholding
- Expense Reimbursements
- Direct Deposit
- W-2/W-2c Forms
- W-2/W-2c Consent

Direct Deposit

**Next Step:**

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

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

Employee Self Service Payroll 7

- Paychecks
- Tax Withholding
- Expense Reimbursements
- Direct Deposit
- W-2/W-2c Forms
- W-2/W-2c Consent

### 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".

Review, add or update your direct deposit information.

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

The system will automatically return to the initial screen with an acknowledgment message.

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

oit-pshr-info | [REDACTED] 8

**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](mailto:payroll-dept@wmich.edu).