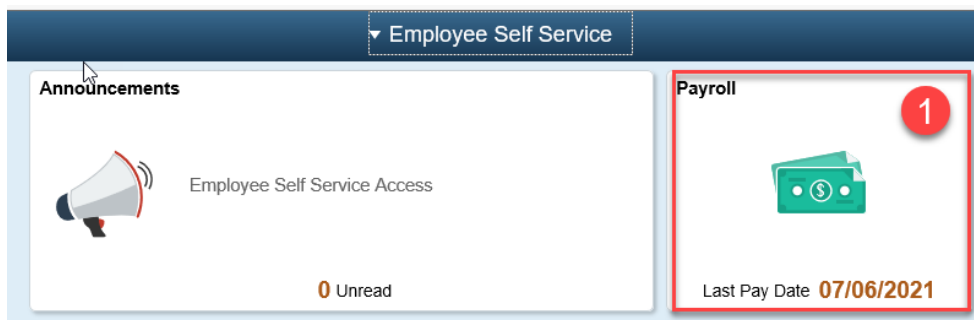
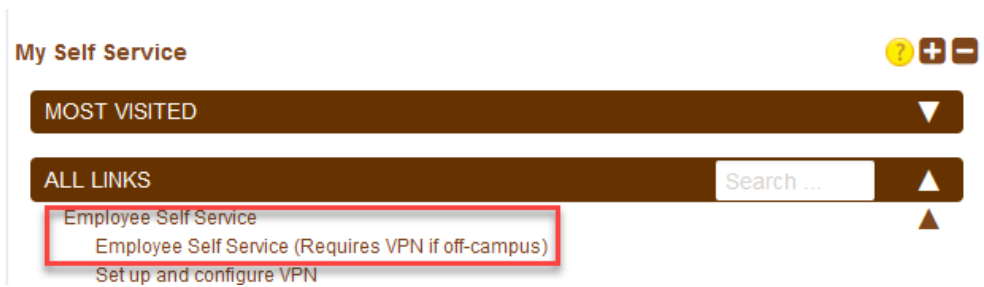


New Employee Direct Deposit Job Aide

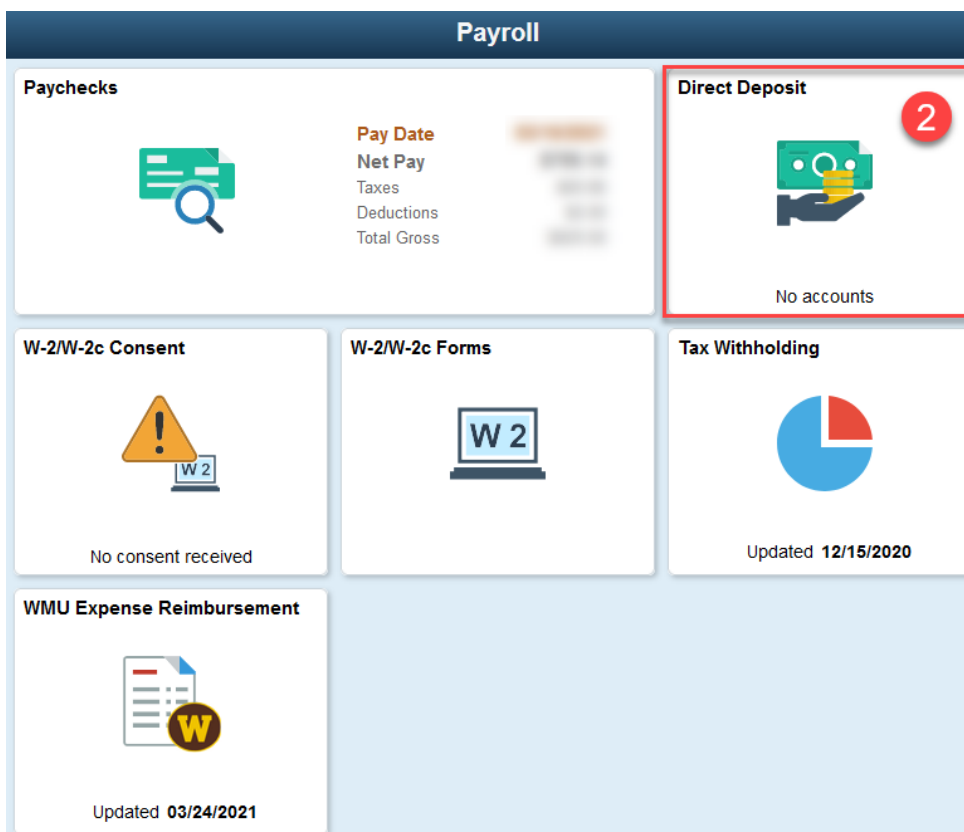
Log into the GoWMU – (if you are off campus you must use a VPN)

<https://gowmu.wmich.edu/>

Select Employee Self Service under the All Links Section



1. Select Payroll Tile



2. Select Direct Deposit

Direct Deposit

Accounts

Add Account

You have not added any direct deposit account information.

3. Select Add Account

****If you would like a PNC pay card, please see below****

4. Chose a name for your account

5. Enter your bank routing number

6. Enter your bank account number

7. Retype your bank account number

8. Select either Checking or Savings

9. Save

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount
Last	Bronco	Direct Deposit	041000124	XXXXX6789	Checking	Remaining Balance

You will receive an email confirming you have requested direct deposit.

****To request a PNC pay card**

- Choose a name for your account
- Select Paycard in the Account Type
- Save

Cancel **Add Direct Deposit** **Save**

*Nickname

*Payment Method

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount

Choose a name for your account.

Select Paycard

- If you are a student employee, your pay card will be mailed to the payroll office and we will contact you via your Western Michigan University email when it arrives.
- If you are a staff employee, your pay card will be mailed, in a plain white envelope, via the USPS to your home address currently on file with the University.