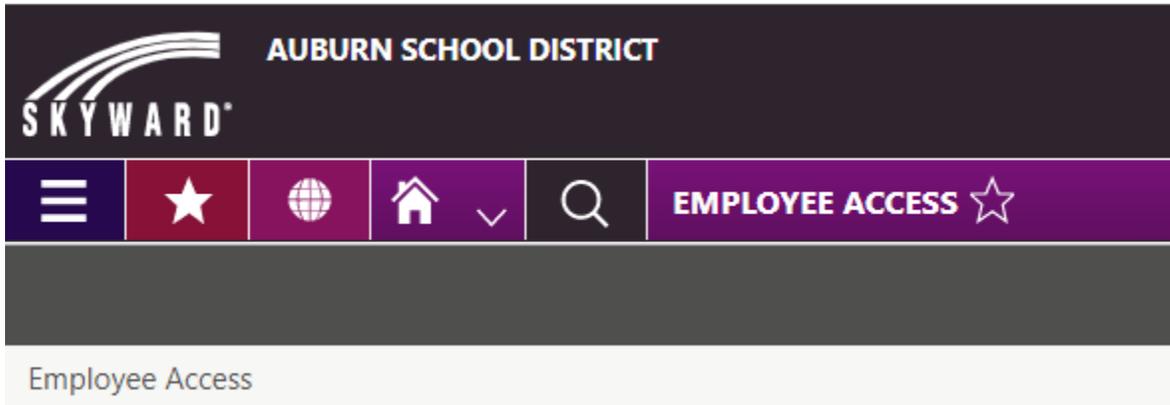
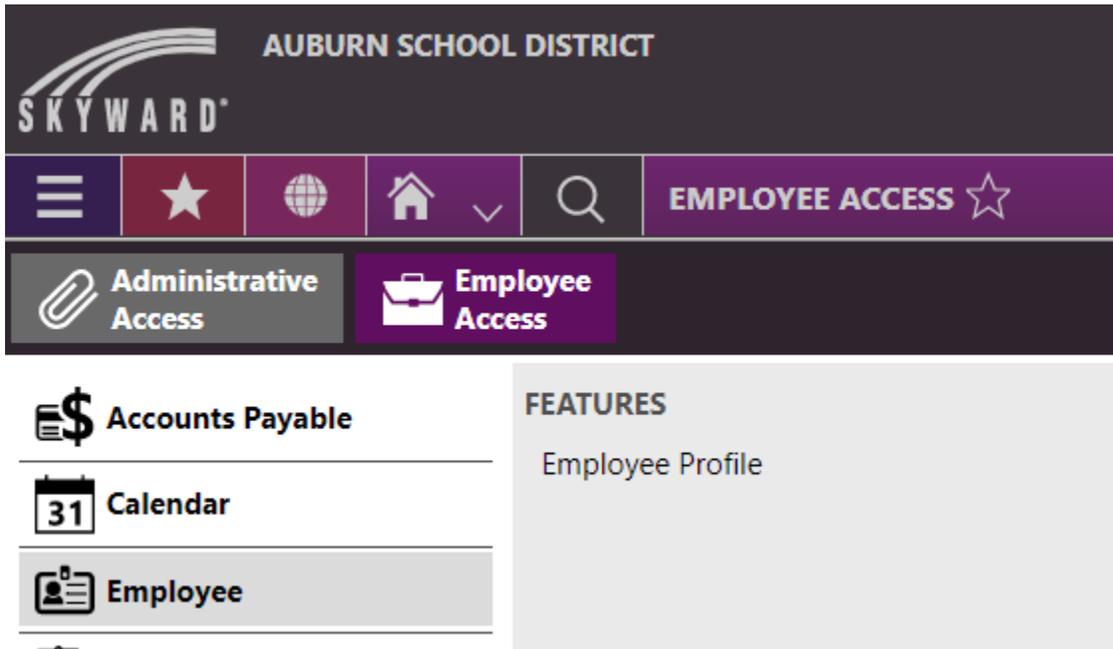


How to update/change your direct deposit.

Log into Skyward Employee Access



Click on the 3 bars for a drop down, choose Employee and then Employee Profile under Features



Click on Edit next to Employee Details



+ Add to Dock

Employee Profile

Your name here

~~HILL, MICHELLE~~

EMPLOYEE DETAILS Edit

Click on Payroll ACH Direct Deposit

Online Forms

New



Payroll ACH Direct Deposit

New



Federal W4

New



Employee Address Change

New



Employee Email Change

New

ONLINE FORM
Employee Phone Number Change

Close

Follow the prompts to change or add a direct deposit.

Payroll ACH Direct Deposit

Instructions

Step 1

Payroll ACH Direct Deposit

Review