

Employee Access: Direct Deposit

Via Employee Access users can do the following:

1. Creating a new Direct Deposit

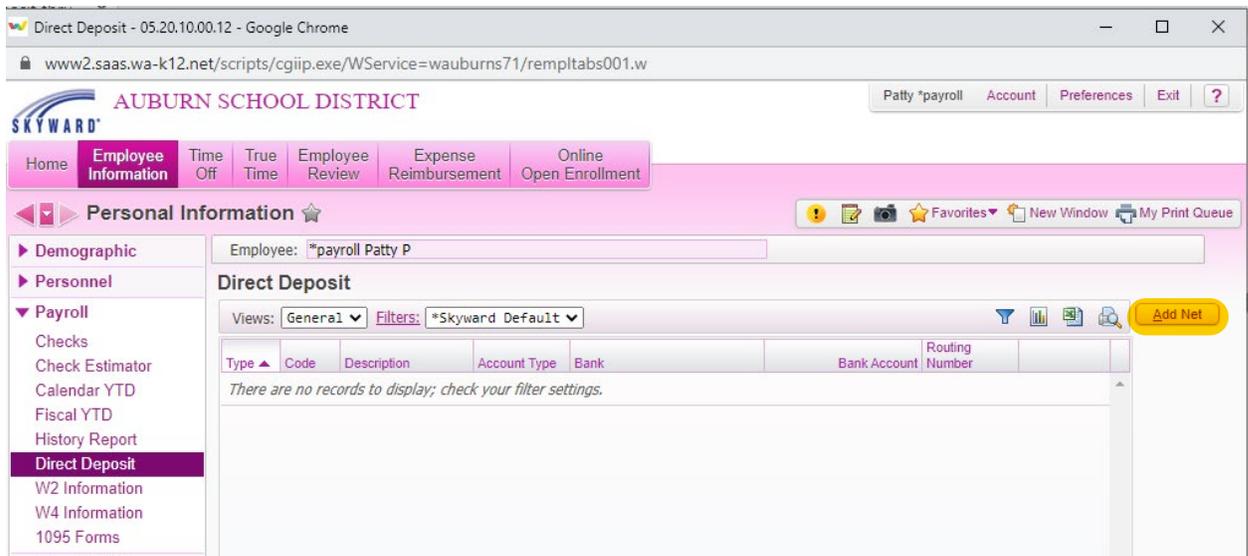
You will need your Routing Number, Bank Name, and Bank Account Number in order to add a new Direct Deposit entry. Once you have that information, follow the steps listed below.

1. Log into **Employee Access**, and select Personal Information.



2. Open the Payroll options and select Direct Deposit.

3. Click the Add Net button if this is your first entry or Add Deduction Bank if you are adding another direct deposit entry.



4. Select the appropriate radio button, **Select My Bank** or **Request New Bank**. Then enter your Routing Number, Bank Account number and select where the deposit will go to your Checking or Savings.
5. Read the terms and conditions, and click the box to acknowledge your agreement, and click the Save button.

Add Direct Deposit - 05.20.10.00.12 - Google Chrome

www2.saas.wa-k12.net/scripts/cgiip.exe/WService=wauburns71/rgen1edit033.w?vTypeAct=Net&isPopup=t...

Add Direct Deposit

Primary Bank Account (Net Pay)

When adding/updating direct deposit information use the 'Select My Bank' option to select from the Bank list in Skyward. If your Bank is not already set up in Skyward use the 'Request New Bank' option and complete the required fields.

Select My Bank Request New Bank

* Routing Number:

* Bank Name:

Bank Address:

* Bank Account:

* Account Type: Checking Savings

Approval Attachment: No file chosen

I hereby authorize Auburn School District to deposit any amounts owed me (both Payroll and Expense Reimbursement transactions) by initiating credit entries to my account at the primary financial institution indicated. In the event funds are erroneously deposited into my account, I authorize Auburn School District to debit my account for an amount not to exceed the original amount of the erroneous credit. I understand that I can cancel my direct deposit by written notification to the Payroll Department by the 15th of the month.

In addition to the primary direct deposit, you may designate up to two additional accounts with a specific dollar amount to be deposited from your net payroll.

I acknowledge I have read and agree to the terms and conditions above.

Asterisk (*) denotes a required field