

Deactivate Direct Deposit Account

Log in to the [GWEB Information System](#)

The screenshot shows the GW Technology GWeb Sign-on page. The browser address bar displays <https://it.gwu.edu/gweb>. The page header includes the GW Technology logo and a 'GET HELP' button. A navigation bar contains links for 'I want to', 'Services', 'Resources for', 'Alerts', 'Security', and 'About'. A breadcrumb trail shows 'Home > I want to > GWeb'. On the left, a sidebar lists various services such as 'Telecommute', 'Log In To GWeb', 'About GWeb Access', 'Access Blackboard', 'Access Internet', 'Activate or access GW email', 'Chat with Martha', 'Download Software', 'Reset my email password', 'Reset my GWeb PIN', 'Reset my voicemail PIN', and 'Set up my office phone'. The main content area features the heading 'GWeb Sign-on' and the instruction 'Sign in using the appropriate button below.' Below this, it states: 'Current students, faculty, staff, and alumni as of 2019: Log into the GWeb Information System using your GW email address (NetID@gwu.edu) and password.' A section for 'Former Students' explains that current students use their GW email, while former students use their GWID and Pin. Two columns of buttons are provided: 'Access with GW Email' (containing 'Current Students', 'Current Faculty & Staff', and 'Alumni as of 2019') and 'Access with GWID & PIN' (containing 'Applicants', 'Former Faculty & Staff', and 'Alumni prior to 2019'). Annotations include a red box around the 'Access with GW Email' header, a yellow box with arrows pointing to the 'Current Students', 'Current Faculty & Staff', and 'Alumni as of 2019' buttons, and another yellow box with an arrow pointing to the 'Former Students/Faculty/Staff' header.

- ❖ For current students/ faculty/ staff: use your [@gwu.edu](#) email address
- ❖ For former students/ faculty/ staff: use your [GWID and Pin](#). If you do not remember your PIN, follow the instructions under the [HELP](#) button

The screenshot shows a web browser window displaying the GW Web Information System. A yellow callout bubble points to the 'Employee Information Menu' in the top navigation bar, with the text '1. Select Employee Information Tab'. Below the navigation bar is a search field and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Employee Information' and contains a disclaimer, a notice about a new Banner 9 application, and a list of menu items. A second yellow callout bubble points to the 'Pay Information' menu item, with the text '2. Choose Pay Information to View/ Update Direct Deposit information'. The 'Pay Information' menu item includes sub-links for 'View your Pay Stubs', 'View your Direct Deposit breakdown', 'View your Modify Direct Deposit', 'View your Earnings History', 'View your Deductions History', 'View your D.C. Wage Notification', and 'View your Easy View Paycheck - On-Line Direct Deposit Notification'.

1. Select Employee Information Tab

2. Choose Pay Information to View/ Update Direct Deposit information

Employee Information

The George Washington University makes every reasonable effort to collect and maintain accurate data regarding its employees. However, in the event that the information contained herein is incorrect due to a clerical error or an omission, the University shall not be held liable for any special, consequential, exemplary, or other damages or losses that may directly or indirectly result from the viewer's use of or reliance upon, this material. Therefore, please carefully read the information herein, proofread your changes and report any inaccuracies to Human Resources, Benefits Administration or Payroll Services.

Please note the new menu item below. The Employee Information menu item will launch the new Banner 9 Employee Self-Service application where you will now find **Labor Redistributions** among other more modern features. Click [here](#) for the **Labor Redistribution User Guide**.

Employee Information NEW

- Labor Redistributions
- Effort Reporting
- Employee Profile

Retirement Benefits

Please visit [NetBenefits](#) or call a retirement plan representative at 1-800-343-0860 to access your retirement savings account(s). This Web site, hosted by Fidelity Investments, will allow you to enroll with either investment provider (TIAA or Fidelity), change your payroll contribution percentage, change investment providers and more! For additional information, visit the [Benefits](#) website.

Health and Welfare Benefits

Please visit [EasyEnroll](#) to newly enroll in the health and welfare plans, make changes due to a qualifying life event, view your current elections and more! For additional information, visit the [Benefits](#) website.

Pay Information

- View your Pay Stubs
- View your Direct Deposit breakdown.
- View your Modify Direct Deposit.
- View your Earnings History.
- View your Deductions History.
- View your D.C. Wage Notification.
- View your Easy View Paycheck - On-Line Direct Deposit Notification

Tax Forms

- View W-4 information.
- Print your W2-Form

Current and Past Jobs

View current and past job assignments since 1/1/1995.

Tuition Remission Application

TaskStream

Annual Program Assessment

File Edit View History Bookmarks Tools Help

Banner Secured Area

https://banweb.gwu.edu/PRODCartridge/twbkwbis.P_GenMenu?name=pmenu.P_PayMenu

Most Visited Google eLauncher by Evisions SecureTransfer MyGW CIS Notifications B of A B2Bi PNC B of A CashPro FedEx Other Bookmarks

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GWeb
INFORMATION SYSTEM

Personal Information Menu Employee Information Menu GW Alert Login Portal

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Pay Information

- Pay Stub
- Direct Deposit Breakdown
- Modify Direct Deposit**
- Earnings History
- Deductions History
- D.C. Wage Notification
- Easy View Paycheck - On-Line Direct Deposit Notification
- Administrative Pay Stub Summary

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https://banweb.gwu.edu/PRODCartridge/bwphkpay.P_ModifyDirectDeposit

Update Direct Deposit Allocation

banweb.test.gwu.edu/PRDQCArtridge/bwphkpay.P_UpdIndivDirectDeposit

Personal Information Menu Employee Information Menu GW Alert Login Portal

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Update Direct Deposit Allocation

✓ Your changes were applied successfully.

🔔 To setup a new financial institution for direct deposit, enter the routing number, account number, including all leading zeros, and select an account type. Select a bank name to change an existing record. One account must be designated as the remaining amount.

[Click here for detailed instructions.](#)

I authorize GW Payroll Services to deposit my payments to my financial institution electronically. I further understand that GW Payroll Services will reverse any payments made to my account in error. I understand the direct deposit file is often created a week in advance and cancellations/changes may not take effect until the next pay cycle.

There have been changes to the rules governing the direct deposit of payroll. If you receive your pay via direct deposit at a U.S. financial institution and then have the entire payroll amount forwarded to a bank in another country, please advise Payroll Services by phone at 571-553-4419 or email at payroll@gwu.edu.

Payroll Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
Bank of America	011000138	1234567890	Checking	1	40.00%	Active

* - indicates a required field.

Add Allocation:

Bank Routing Number: *

Account Number: *

Account Type:

Remaining Amount:

Amount or Percent:

Payroll Deposit:

Direct Deposit Allocation

Update Bank Account

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GWeb
INFORMATION SYSTEM

Personal Information Menu | **Employee Information Menu** | GW Alert Login Portal

Search Go [RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Update Bank Account

Select Inactivate to stop a direct deposit, select an Account Type to change, or enter a different Amount or Percent, then select Save.

Bank Name: Bank of America
Bank Routing Number: 011000138
Account Number: 1234567890
Inactivate:
Account Type:
Remaining Amount:
Amount or Percent:
Payroll Deposit:

[Update Direct Deposit Allocation](#) | [Direct Deposit Allocation](#)

RELEASE: 8.16G

*** If you wish to set up a new account – [Instructions to set up Direct Deposit](#)