

Direct Deposit Set up

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 vertical menu 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' provides instructions for users who are not currently students. The page is divided into two columns of login buttons. The left column, titled 'Access with GW Email', contains three buttons: 'Current Students', 'Current Faculty & Staff', and 'Alumni as of 2019'. The right column, titled 'Access with GWID & PIN', contains three buttons: 'Applicants', 'Former Faculty & Staff', and 'Alumni prior to 2019'. A yellow callout box with the text 'Click Current Students, Faculty/Staff, or Alumni as of 2019' has three red arrows pointing to the 'Current Students', 'Current Faculty & Staff', and 'Alumni as of 2019' buttons. The 'Access with GW Email' heading is also enclosed in a red box.

Home > I want to > GWeb

GWeb Sign-on

Sign in using the appropriate button below.

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.

Former Students:
If you are a former student (currently not a student or have not graduated from GW within the past year), click the Current Students button to access GWeb with your GW Email (NetID & Password). If it has been more than one year since you were a former student, click the Applicants button to access GWeb with your GWID & Pin.

Access with GW Email	Access with GWID & PIN
Current Students	Applicants
Current Faculty & Staff	Former Faculty & Staff
Alumni as of 2019	Alumni prior to 2019

Click Current Students, Faculty/Staff, or Alumni as of 2019

❖ Use your [@gwu.edu](#) email address

The screenshot shows a web browser window displaying the 'GW Web INFORMATION SYSTEM' page. The browser's address bar shows the URL: https://banweb.gwu.edu/PRODCartridge/twbkwb...?name=pmenu.P_MainMnu. The page has a navigation menu with three items: 'Personal Information Menu', 'Employee Information Menu' (which is highlighted), and 'GW Alert Login Portal'. Below the menu is a search bar 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 menu item, and a list of links with descriptions. Two yellow callout boxes are present: one pointing to the 'Employee Information Menu' and another pointing to the 'Pay Information' link.

Select Employee Information Tab

Choose Pay Information to View/Update Direct Deposit information

WASHINGTON UNIVERSITY
WASHINGTON, DC

GW Web INFORMATION SYSTEM

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

Search

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

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 x +

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

THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC **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

RELEASE: 8.9.1G

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



The screenshot shows a web browser window with the URL `banweb.test.gwu.edu/PRDQCartridge/bwpkhpay.P_UpdIndivDirectDeposit`. The page title is "Update Direct Deposit Allocation". A green success message states: "Your changes were applied successfully." Below this, instructions for setting up a new financial institution are provided, including a link for detailed instructions and an authorization statement for GW Payroll Services. A table titled "Payroll Allocation:" shows a single entry for Bank of America with a routing number of 011000138, account number 1234567890, and a 40.00% priority.

The "Add Allocation:" section contains the following form fields:

- Bank Routing Number: * (text input)
- Account Number: * (text input)
- Account Type: (dropdown menu, currently set to "Saving")
- Remaining Amount: (checkbox)
- Amount or Percent: (text input) (dropdown menu, currently set to "Percent")
- Payroll Deposit: (checkbox)
- Save (button)

Callouts provide the following instructions:

1. Enter the Bank Routing Number and Account Number to add a new account. Select the account type. You can designate a set dollar amount or percentage (if multiple accounts).
2. Check Payroll Deposit
3. Click Save

A red circle highlights the asterisk (*) next to the "Remaining Amount" checkbox.

Tips:

- ❖ If adding multiple accounts, make sure one of them is designated as "Remaining Amount" (*)

Example of a split \$1,000.00 direct deposit (net amount):

Bank A	10%	\$100.00 (10% on net pay; remaining \$900.00)
Bank B	10%	\$ 90.00 (10% on \$900; remaining \$810.00)
Bank C	Remaining	\$810.00 (all after Bank B; remaining \$0.00)

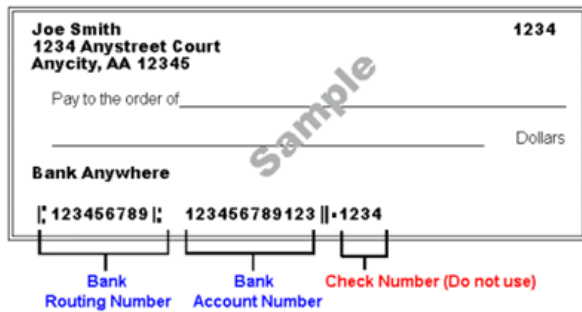
- ❖ Direct Deposits are created up to a week in advance of payday.
- ❖ **Do not use** a routing number from a **savings deposit slip**. Please verify with your bank for the proper routing number for ACH purposes.

- ❖ Some checks have a special routing number in small print noted for ACH purposes. Please use this number for the Bank Routing Number.
- ❖ Enter every number of your account, even if they are zeros. Enter the numbers together (no dashes, no spaces)
- ❖ Routing numbers are always 9 digits long (no letters)
- ❖ If you are setting up a **money market account**, please verify with your bank if they consider this account to be savings or checking. Indicating the wrong type of account will result in your funds being rejected.

Where to get your banking information:

- Call your Bank
- Personal check or mobile App

Personal check



Mobile App

