Direct Deposit Set up

Log in to the GWEB Information System

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.

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

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

Use your @gwu.edu email address
Select Employee Information Tab

Choose Pay Information to View/Update Direct Deposit information
Click "Modify Direct Deposit"
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**

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Sample image of a check and mobile app interface.