Direct Deposit Set up

Log in to the GWEB Information System

GWeb Sign-on

Sign in using the appropriate button below.

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 UserID. 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.

Need to make updates to your two-step authentication methods?
You can update your two-step authentication methods by signing into Microsoft Authenticator Security Info, or visit our two-step authentication page for more information, including detailed instructions on how to modify your authentication methods.

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

- Current Students
- Current Faculty & Staff
- Alumni 2019 and after
- Applicants
- Former Faculty & Staff
- Alumni prior to 2019
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):

<table>
<thead>
<tr>
<th>Bank</th>
<th>Percentage</th>
<th>Amount</th>
<th>Remaining Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank A</td>
<td>10%</td>
<td>$100.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>Bank B</td>
<td>10%</td>
<td>$90.00</td>
<td>$810.00</td>
</tr>
<tr>
<td>Bank C</td>
<td>Remaining</td>
<td>$810.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

- 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

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**Personal check**

![Sample check image]

**Mobile App**

![Sample mobile app image]