Direct Deposit Set up

Log in to the GWEB Information System

Click Current Students, Faculty/Staff, or Alumni as of 2019.
Click View/Update Direct Deposit.

In the Proposed Pay Distribution, enter your bank information by clicking Add New.
PLEASE NOTE:

If you are setting up 2 accounts, you will need to mark Remaining Amount on the first account you set up, or you will receive a system error. You will enter the amount or percentage for the next account then change the priority to 1. The Remaining account needs to be last priority. See screenshots on the next page.

Please see the Tips at the bottom of this guide.

Fill in bank information. You must choose Remaining amount for your first account. Click Save New Deposit.
You will see the proposed Pay Distribution that you entered.

If you are entering another account, enter the amount or percentage. You must then select Priority 1.

You will see your Proposed Pay Distribution.
Tips:

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

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