

Direct Deposit Information

Newly hired employees will receive a WPconnect notification when they are able to access the [Employee Dashboard](#). When you receive the WPconnect notification, please enroll in direct deposit as soon as possible.

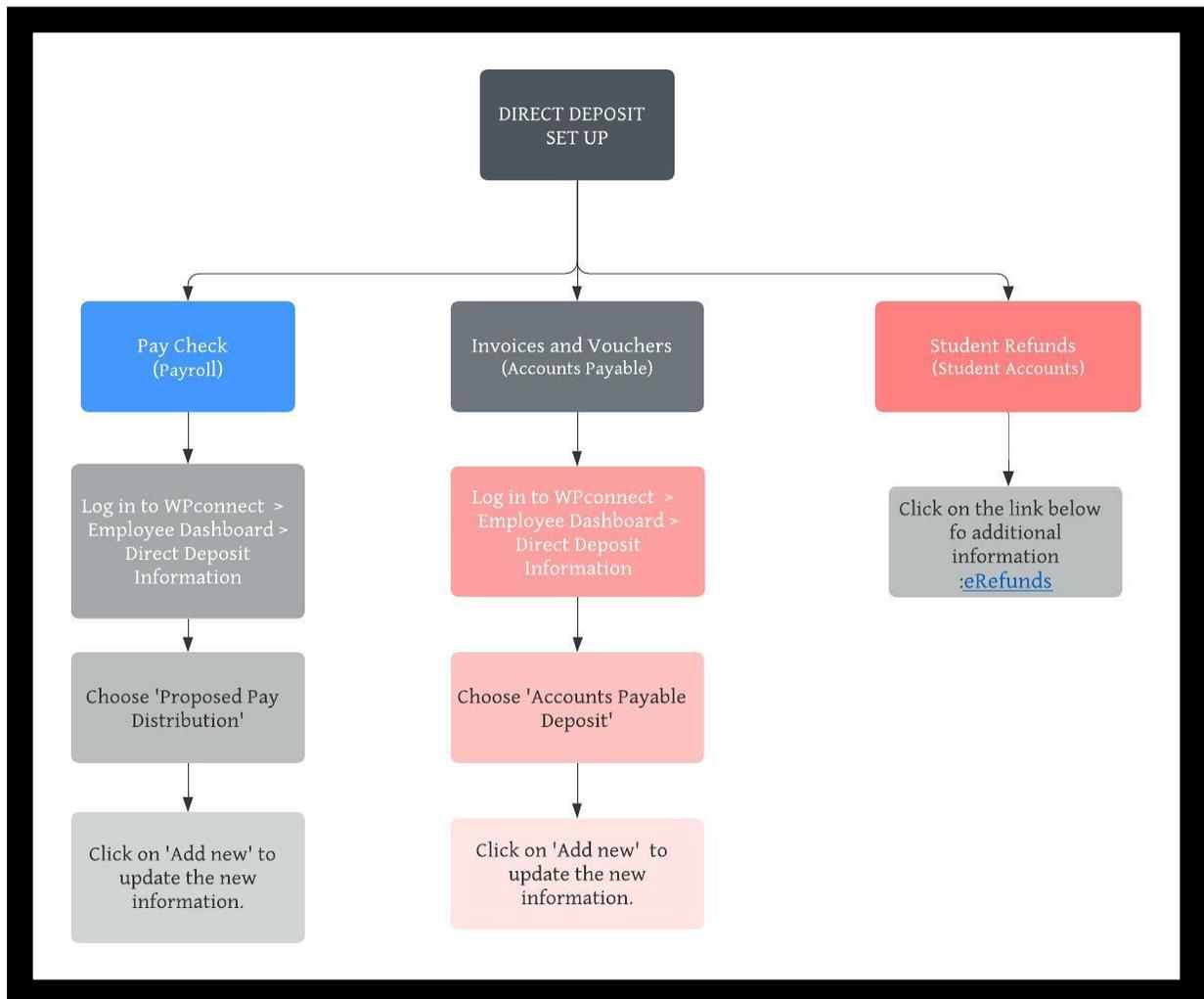
Direct deposit information must be submitted by Tuesday of pay week (i.e. if pay day is Friday, update your direct deposit information by midnight on Tuesday). Any direct deposit changes received after this date will take effect the following pay period.



The [Direct Deposit Information](#) page can be used to establish:

1. Direct deposit account for your pay checks.
2. Direct deposit account for Accounts Payable (AP) vouchers and invoices.
3. Deleting a compromised/closed direct deposit account and adding a new one (for both Payroll and Accounts Payable).

Note: For setting up Direct Deposit of your Student Refunds: Please visit this [eRefunds](#) link.



Instructions

Sample Check:

YOUR NAME 123
1234 Main Street
Anywhere, OH 00000

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

⑆044072324 ⑆000123456789 ⑆123

ROUTING NUMBER **ACCOUNT NUMBER** **CHECK NUMBER**

Enrolling/Changing the Direct Deposit

Log on to WPconnect Self Service with your username and password (same log-in as your email). Select the Employee Tab, then your Employee Dashboard. Choose Direct Deposit Information under Pay Information.

To add a new account for your *pay check*, click on 'Add New' under 'Proposed Pay distribution'.

Proposed Pay Distribution

⊖ Delete ⊕ Add New

Note: If you already have a direct deposit account set up, the current information will be displayed.

Please make sure to delete the current account, if you no longer wish to have the pay check deposited to this account.

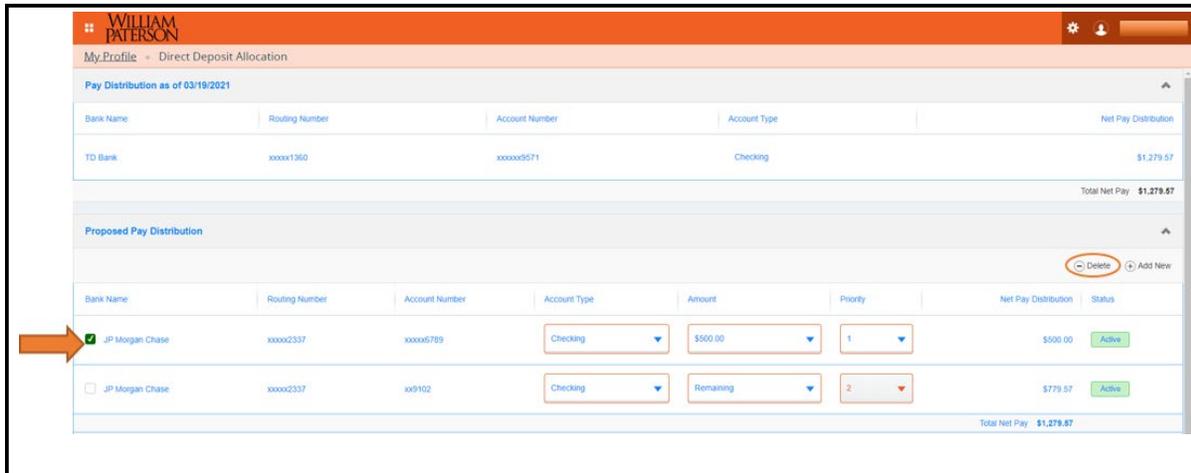
Enter the appropriate information as follows:

1. Bank Routing Number
2. Account Number
3. Account type : Checking/Savings
4. Amount
 - a. *Use remaining amount:* if you already have a direct deposit with a portion of your pay check deposited to another bank account, the remainder of your paycheck will go to this new account.
 - b. *Use specific amount:* Employee can specify the amount to be deposited to this new account.
 - c. *Use percentage:* Employee can specify the percentage of the paycheck to be deposited to the new bank account.
5. Priority: The system will set the priority. Example, Priority "1" is the main direct deposit, then "2" for the second, "3" for the third, etc.
6. Check the box to authorize the direct deposit and 'Save New Deposit'.

NOTE: If your bank name is not displayed after entering the Bank Routing Number or you receive an error message, please email payroll@wpunj.edu for assistance.

Stopping a Direct Deposit Allocation

To delete a bank account, select the account by checking off the box next to the bank account and click on 'Delete'.



If you have a direct deposit account established for Accounts Payable, a notification will appear letting you know that the deleted account is still active for Accounts Payable. Repeat the same for 'Accounts Payable Deposit' to delete this account for your invoices and voucher payments.