

## **Set Up Direct Deposit – UW-Shared Services Instructions:**

<https://uwservice.wisconsin.edu/> pg. 1/1 Last Revised: 1/25/2019

1. Click **Update Direct Deposit** on the Payroll information tile on MyUW.

**NOTE:** The Portal can be accessed from anywhere with Internet access, including your Smart Phone or Tablet

- a. **All UW:** Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
  - b. **UW Madison:** Employees can access the MyUW Madison portal at <https://my.wisc.edu/>
2. Click **Add Account**
  3. Enter Account Information
  4. Click **Save**

**NOTE:** A confirmation email will be sent to business email on file.

5. **Sign out** of the page through the stacked menu in the upper right corner.

### **Enter Additional Accounts:**

Up to three accounts can be entered, for paycheck distribution.

1. Click the **plus sign (+)** at the top of the accounts list.
2. Enter account information including a deposit type of amount or percent and the corresponding value.
3. Click **Save**.
4. Repeat steps 1-3 for additional account if necessary.

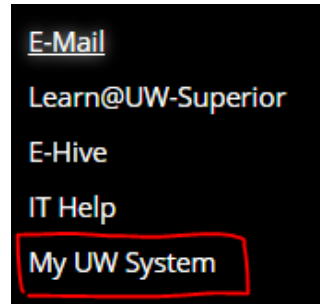
**NOTE:** If entering 3 accounts, the order money is deposited can be modified by clicking the Reorder button.

5. **Sign out** of the page through the stacked menu in the upper right corner.

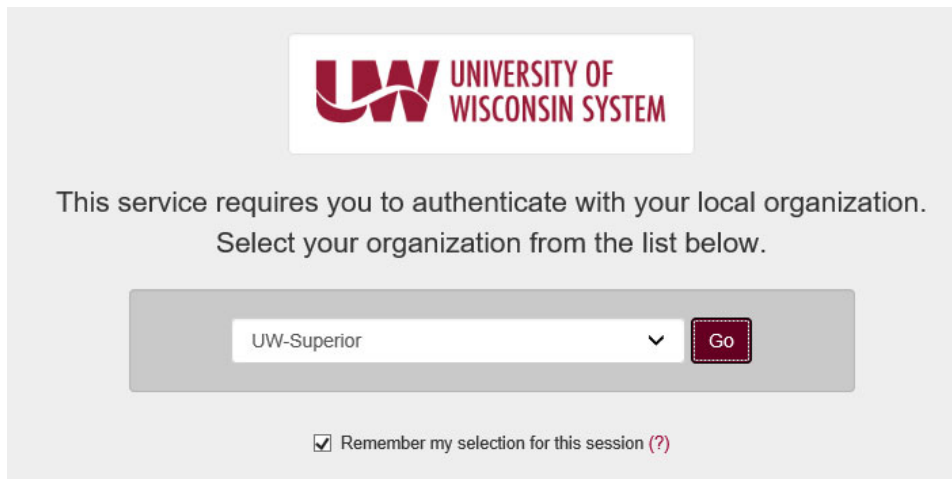
# Self-Service: Direct Deposit, Initial Set-Up Screen-Shots

Last Revised: 1/6/2020

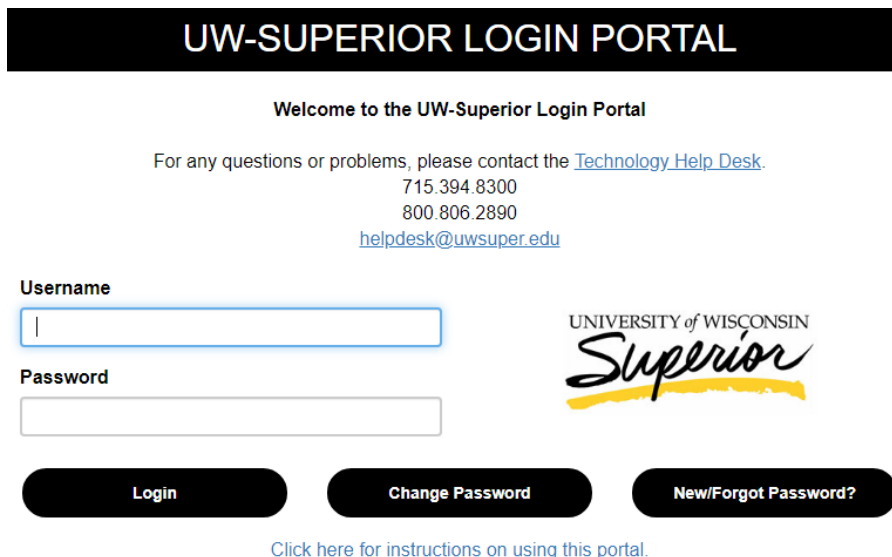
Log into MyUW-System:



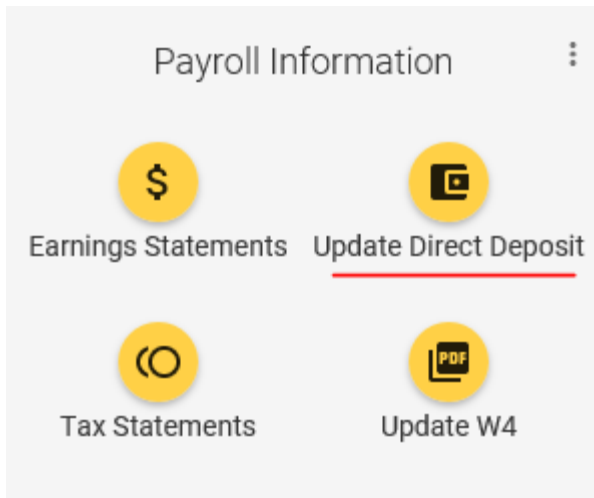
Select UW-Superior:



Log into the Portal:



In the Payroll Information section, select “Update Direct Deposit”:



Click Add Account and enter the account information:

A screenshot of the "Add Account" form. At the top, there is a header bar with a "Cancel" button on the left and "Add Account" in the center. Below the header, it says "Payment Method Direct Deposit". The form is divided into two sections: "Bank" and "Pay Distribution". The "Bank" section has three input fields: "Routing Number" (with an information icon), "Account Number", and "Retype Account Number". The "Pay Distribution" section has three input fields: "\*Account Type" (a dropdown menu), "\*Deposit Type" (a dropdown menu), and "Amount or Percent". At the bottom of the form, there is a radio button selected, followed by the text "International ACH Bank Account (All Account Lines)" and a toggle switch set to "No".

Click Save – which can be found in the upper right hand corner (a confirmation email will be sent to business email on file – most likely will go to your “uwsuper” account):

A screenshot of the "Add Account" form, similar to the previous one, but with a red box highlighting the "Save" button in the top right corner of the header bar. The "Save" button is a green rounded rectangle with the word "Save" in white text.