

UIW Payroll Office

First Time Setup for Direct Deposit and Changes

When will my change take effect?

- Semi-Monthly - changes made 1-15th effective on the 22nd pay cycle
- changes made 16th-31st, effective on the 7th pay cycle
- Monthly - changes made 1st-25th, are effective current month
- changes made after the 25th **may** be effective the next payroll

➤ Information Needed for Payroll Direct Deposit Activation or Updates

- ✓ Bank Routing Number (9 digits)
- ✓ Account number

NAME
ADDRESS
CITY, STATE ZIP

DATE

PAY TO THE ORDER OF

BANK NAME
ADDRESS
CITY, STATE ZIP

FOR

0123456789 012345678901234 0123

Bank Routing Number Bank Account Number Check Number

- 1) Sign into Banner apps: <https://apps.uiw.edu>
- 2) Select "Cardinal Apps- "My Profile App"
- 3) Click "Direct Deposit" create, view and update your direct deposit allocation(s).
- 4) Click "Add New or Adjust Existing" (create from existing account or create new).
- 5) Choose "Routing number/Account Number/ Account Type (checking or savings)" or "Use Existing Account Information".
- 6) Amount: Select "Use Remaining" (default) or select "Use Percentage 100%" to direct all funds to one bank account.
- 7) If selecting "Specific Amount" or selecting less than 100%, please remember to select "Use Remaining Amount" to ensure there is not a paper check produced for the remaining balance of your net pay.
- 8) Check Authorization Box (bottom left)
- 9) Save New Deposit

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Credit Human Federal Credit Union	xxxxx8284	██████████	Checking ▼	50% ▼	1 ▼	\$1,470.45	Active
<div>Check - YOU WILL RECEIVE A PAPER CHECK FOR THIS AMOUNT</div>				<div>Remaining</div>		\$1,470.45	
Total Net Pay						\$2,940.90	

***** Please NOTE you will receive the message "Check-you will receive a paper check for this amount" if you have not allocated all funds. If you have any questions or concerns, please contact the Payroll Office at (210)805-5860 or uiwpayroll@uiwtx.edu.**