Direct Deposit of Payroll

Note: Student Hourly employees are required to sign up for direct deposit as a condition of employment.

As an employee of the University of Wisconsin System, you are provided the convenience and security of having your pay automatically deposited into your personal bank, credit union or financial institution account. Automatic deposit of your pay into the personal account of your choice means you can:

- Be assured your pay will be deposited on payday even when you are on vacation or out of town.*
- Eliminate the danger of lost or stolen pay cards.

*While most financial institutions post funds to accounts at the beginning of the bank business day, this is not a universal practice. It is strongly recommended that you check with your financial institution to determine when your funds will be available.

You may choose up to three (3) accounts, savings and/or checking, to have your pay directly deposited as long as the following conditions are met:

1. Your financial institution(s) is located in the USA or Puerto Rico and is a member of the Automated Clearing House Association (ACHA); and
2. 100% of your net pay is committed to direct deposit.

Tips on Providing Direct Deposit Information

- When choosing a checking account for direct deposit, do not include the check number, which appears to the right of the Checking Account number. Your check number will match the number printed at the upper right corner of your check.

  Check Example

  ![Check Example](image)

<table>
<thead>
<tr>
<th>Routing Number</th>
<th>Account Number</th>
<th>Check Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>700012498</td>
<td>1001</td>
</tr>
</tbody>
</table>

- The layout above applies only to personal checking accounts and not to money market accounts. You will need to contact your money market advisor to get the necessary information for a money market account.
- Check with your financial institution to verify the accuracy of your routing number for direct deposit. Incorrect routing and account information may cause a delay in receiving your funds.
- Do not use the routing number at the bottom of a deposit slip as this number may not be accurate.
- When you enter your routing number, your financial institution name will appear. If the name of your financial institution is not accurate, re-check the accuracy of your routing number.

Common Questions about Direct Deposit

When will direct deposit begin?
The first pay period after adding direct deposit in the MyUW portal located at https://my.wisconsin.edu/. Please verify with your financial institution on your pay date that your direct deposit has gone into effect.

When will my pay be deposited into my account?
Your pay will be deposited into your account(s) on your pay day. Funds will not be available prior to that date.
**How do I know that a deposit has been made to my account?**
Your earnings statement will show how much you have earned, a detail of your deductions, and how much has been deposited to your account(s). Your financial institution will show the deposit on your monthly statement.

**Where do I find my earnings statement?**
Your earnings statement can be found in the Payroll Information tile in the MyUW portal located at [https://my.wisconsin.edu/](https://my.wisconsin.edu/). UW-Madison employees should use MyUW Madison at: [https://my.wisc.edu/](https://my.wisc.edu/).

**What do I do if I want to change financial institutions or update my account (add, delete or change) once I am enrolled in the program?**
If you change your financial institution or account, you must update your direct deposit as soon as possible. To update your direct deposit, go to the MyUW portal located at [https://my.wisconsin.edu/](https://my.wisconsin.edu/). UW-Madison employees should use MyUW Madison at: [https://my.wisc.edu/](https://my.wisc.edu/).

Find the Payroll Information tile and click on the Update Direct Deposit button. Once on the Payroll Direct Deposit page, click on the account you want to update or choose the plus sign to add an additional account. To edit an existing account, click on the pencil icon to make your change. To delete an account, click on the account and choose the remove button. One of your accounts must always be remaining balance.

**What will happen to my direct deposit if I cancel my account with my financial institution, but don’t cancel my direct deposit with the University of Wisconsin prior to the payroll being processed?**
Your direct deposit will automatically be sent as though the account(s) were open. All funds submitted to the closed account will not become available until such funds are returned to the University of Wisconsin System by the financial institution. A pay card or paper check will then be issued. This may delay your payment.

**Can I direct deposit my pay into more than one financial institution account?**
Yes. You may choose to direct deposit into a maximum of three accounts. One account must be designated as your remaining balance. The other accounts will require either a fixed amount or a percentage of net pay. Your pay will be split into the multiple accounts with the lowest priority number (fixed and or percentage amounts) deposited first and any remaining pay deposited to the remaining balance account.

**Does it matter whether I designate my savings account as my remaining balance account?**
No. You may direct deposit into a checking or a savings account or multiple checking and/or savings accounts, up to three accounts. The choice is up to you.

**If I have been gone for a period of time (or terminated employment) and return to work, do I need to update my direct deposit?** *Examples: leave of absence without pay, sabbatical leave, etc.*
Possibly. Your direct deposit information will remain active for up to fifteen months with no payroll activity. After that period of time your direct deposit information will be inactivated.

**Please note:** If your financial institution or account numbers have changed, it is imperative that you update your direct deposit.

**Do I need to update my direct deposit if I am changing departments?**
No, your existing direct deposit election will remain in force.

**Why would my direct deposit not be processed?**
Possible reasons the entry of this information may be delayed:
- Timing
- Incorrect information (wrong routing number and/or account)