## **Employee Online - Direct Deposit**

1. Search for **WCSD** and click on the link.



2. Hover over Staff(AESOP) and click on Employee Online.



3. Under Quick Links, click on Employee Online Login.



4. Enter your User name (Employee ID#) and your Password (last 4 digits of your SS#) and click Login.



5. Follow the navigation: Menu > Payroll Information and click on Direct Deposit.

В	usinessPlus	Employee Online			
	Menu	Payroll Tax Withholdings Direct Deposit Deferred Compensation Leave Tracking Timecard Entry Check Stub Check Stub	<b>Tax Forms</b> 1095-C Affordable Care Act (ACA) 1095-C Instructions for Recipients W-2 W-2 Notice and Instructions for Employee	date.	
	EO Dates Next payday will be 2/7/24. ******** Requests made in Employee Online prior to midnight 2/9/24 will be considered for the check of 2/21/24.				

- 6. In Direct Deposit, you can do the following:
  - To **add** a new direct deposit:
    - Select O(plus icon) in the lower right corner, enter necessary information and

click 🖺 (save icon).

- To end/ stop a direct deposit:
  - Select <sup>™</sup> (trash icon) and click <sup>™</sup> (save icon).

## • To **change** a direct deposit:

• Follow the instructions to **end** the existing account, then **add** a new direct deposit account (<u>DO NOT</u> change a direct deposit to a zero amount).

Bank *	Please type in at least first 3 characters to begin sea	John Smith 1234 North Main St Date 19	
Account Number *	and a second	Anytown, USA 65000 Pay to the order ofS	
Account Type *	Account Type	Zions National Bank 345 State St. And United State St.	
Amount Type *	Amount Type 🔹	(12400054) (102 00069) 0799	
	BANK NUME	ACCOUNT NUMBER	

## Please note:

- You may have up to three (3) direct deposits. One (1) direct deposit must be a NET direct deposit.
- Types of direct deposit:
  - AMOUNT A specific flat amount (i.e. \$ 100.00 per pay period) PERCENTAGE - Calculated % of net pay (i.e. 10% of net pay)
  - NET Remaining balance after deductions (Net pay or amount due after Flat or % direct deposit)
- IMPORTANT / CAUTION In the Bank field, enter your institution routing number and select the Bank name with your bank's routing number. Banks have multiple routing numbers and selecting the incorrect routing number will delay the set-up of your direct deposit.
- Review the EO Dates for information on when changes will take effect.