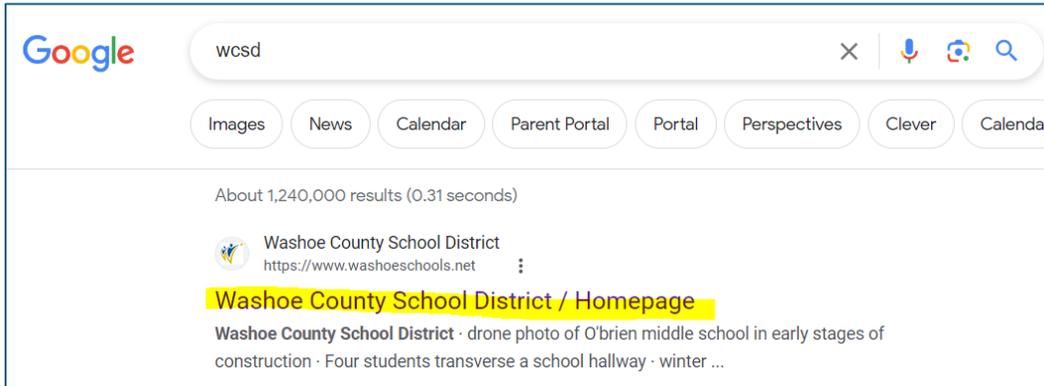


Employee Online - Direct Deposit

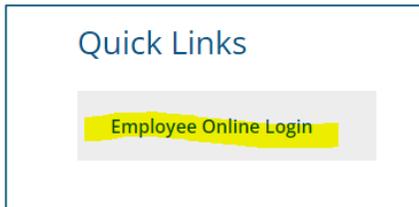
1. Search for **WCSD** and click on the link.



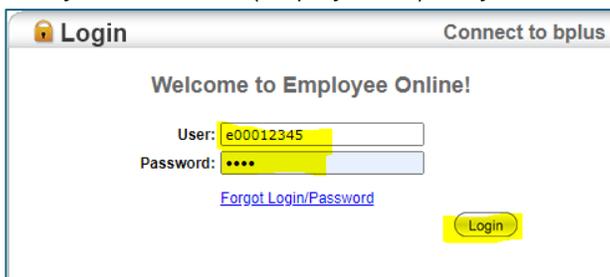
2. Hover over **Staff(AESOP)** and click on **Employee Online**.



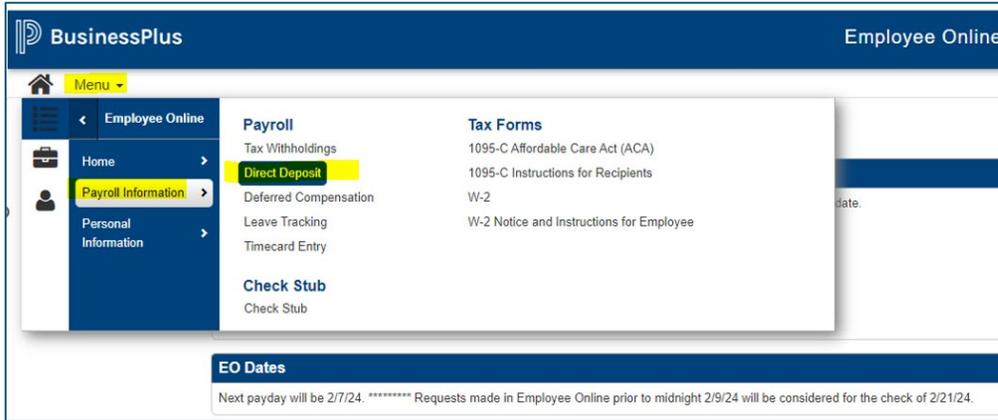
3. Under **Quick Links**, click on **Employee Online Login**.



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**.



6. In Direct Deposit, you can do the following:

- To **add** a new direct deposit:
 - Select **+** (plus icon) in the lower right corner, enter necessary information and click **Save** (save icon).
- To **end/ stop** a direct deposit:
 - Select **Trash** (trash icon) and click **Save** (save icon).
- To **change** a direct deposit:
 - Follow the instructions to **end** the existing account, then **add** a new direct deposit account (**DO NOT** 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. Anytown, USA 65000 Date _____, 19____
Account Number *		Pay to the order of _____ \$ _____ Dollars
Account Type *	Account Type	Zions National Bank 345 State St. Anytown, USA 65000
Amount Type *	Amount Type	⑆12400054⑆ ⑆902 000699⑆ 0799

BANK NUMBER 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.