

## Steps for Signing up Direct Deposit for Payroll

<https://inside.ewu.edu/> Click on A-Z Services

InsideEWU

STUDENTS ▾ FACULTY/ADVISORS ▾ EMPLOYEES ▾ MY ACCOUNT ▾ LOGIN

Canvas Outlook ▾ EagleNET Experience Directory Campus Maps Timesheets Cloud Storage ▾ Contacts/Links

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**Robots and Role-Playing: EWU Students Use Advanced Robotics to Build Dice Boxes**  
Eastern Washington University is taking hands-on learning to the next level in its MENG 485 Advanced Robotics course.... [More](#)

**EWU Students 'Hack' Their Way to CodeQuest 2025 Honors**  
More than 40 area students recently gathered at the Catalyst for an all-day "hackathon" competition: Build With AI: CodeQuest 2025.... [More](#)

Quick Links

- A-Z Services
- Academic Calendar
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- Report Campus Incident

President's Messages

Events

MAR (Hidden) Truths Exhibit | ART 313: Art Through Time  
24 Monday, Mar 24, 8 a.m. PDT  
MON

For the list, click on EagleNET Experience. <https://experience.elluciancloud.com/ewu/>

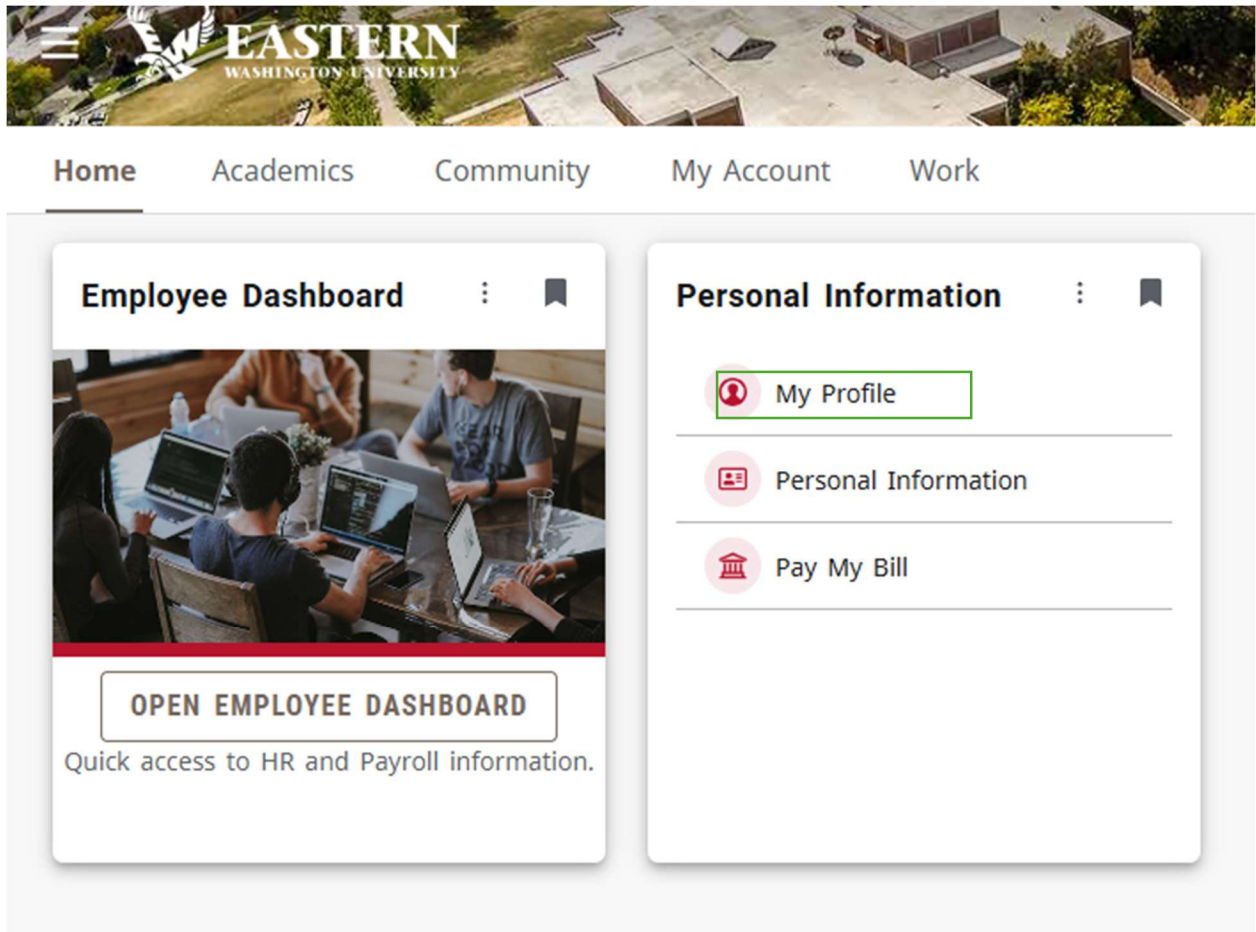
> CLOSE

### A-Z Services

Search A-Z List

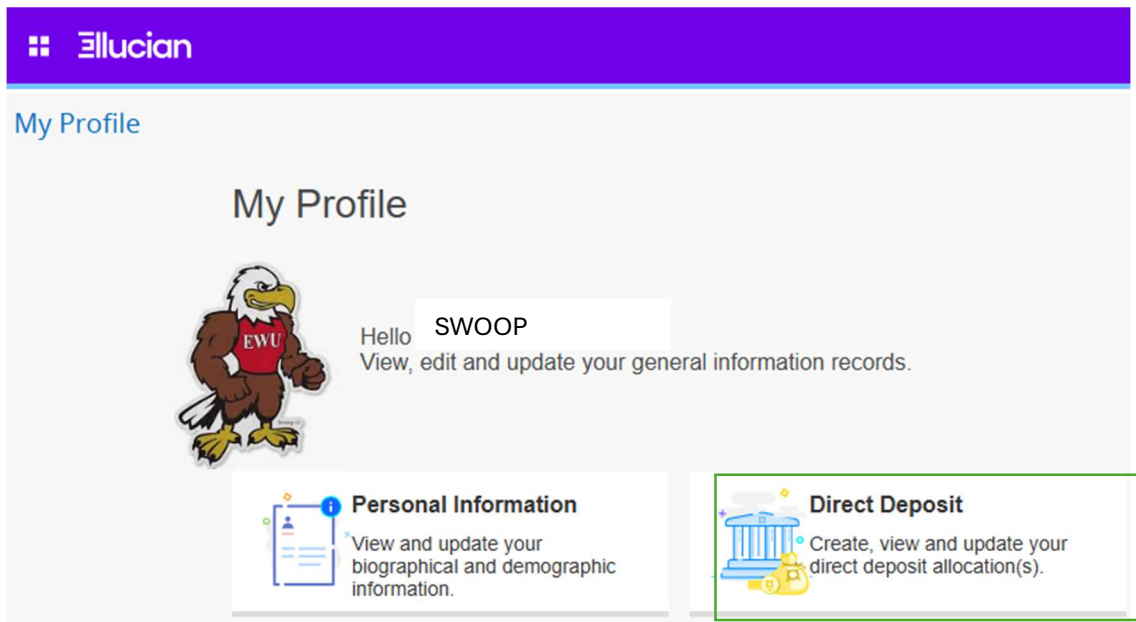
- 25Live
- Academic Calendar
- AIM (Assetworks)
- Amazon Web Services
- Educate
- AppSpace Digital Signage
- Argos
- AWS
- Banner
- Banner Communication Manager
- Banner Files
- Budgeting (Axiom)
- Canvas
- CAT - Catalog Editor
- CLSS - Section Scheduler
- CIM - Course Management
- Concur Travel
- Constitutio
- Course Evaluations & Surveys
- Data Hub
- Degree Works Degree Audit
- Duo 2FA
- EAB Analytics
- Eagle Career Network
- EagleNET Experience

1. From the Personal Information Tile, Click on My Profile



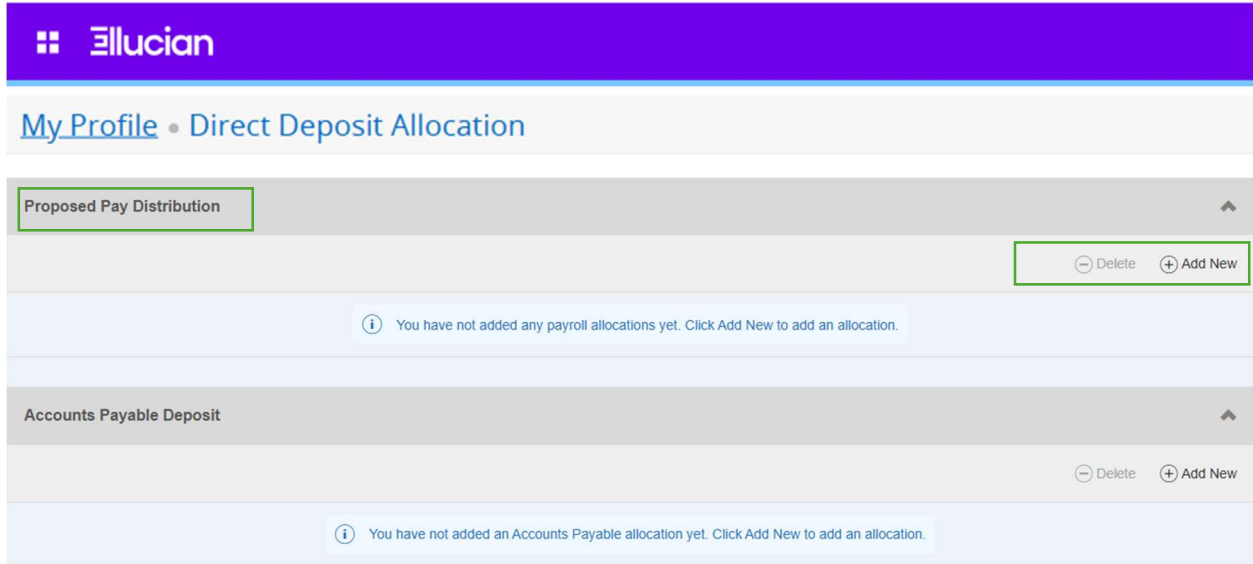
The screenshot shows the top navigation bar of the Eastern Washington University website. The navigation items are: Home, Academics, Community, My Account, and Work. Below the navigation bar are two main dashboard tiles. The left tile is titled "Employee Dashboard" and features an image of people working at computers. Below the image is a button that says "OPEN EMPLOYEE DASHBOARD" with the text "Quick access to HR and Payroll information." below it. The right tile is titled "Personal Information" and contains three menu items: "My Profile" (highlighted with a green border), "Personal Information", and "Pay My Bill".

2. Click on Direct Deposit



The screenshot shows the "My Profile" page in the Ellucian system. The page has a purple header with the Ellucian logo. Below the header, the page title "My Profile" is displayed. On the left side, there is a cartoon eagle mascot wearing a red shirt with "EWU" on it. To the right of the mascot, the text reads "Hello SWOOP" and "View, edit and update your general information records." Below this text are two tiles. The left tile is titled "Personal Information" and has the description "View and update your biographical and demographic information." The right tile is titled "Direct Deposit" and has the description "Create, view and update your direct deposit allocation(s)." The "Direct Deposit" tile is highlighted with a green border.

3. You are now in the Direct Deposit Allocation Screen.  
NOTE: The university maintains **two** different banking direct deposit files for everyone. One is used for Accounts Payable/Travel (Student Financial Aid) and the other is used for Payroll.
4. Click on the **Proposed Pay Distribution sections** (This is used for Payroll).
5. On the Right side of the screen, click on the +Add New.



In the Pop-up Window, you can select from 2 options:

- A. Use an existing, this can be selected if you already have your Banking information in EagleNet for Accounts Payable (Student Financial Aid, Accounts Payable & Travel).
- B. You can also add a new account. You will need your Banking Information available.

### Add Payroll Allocation

Bank Routing Number (i)

Account Number

Bank Name

Account Type

Priority

Amount

Use Remaining Amount

Use Specific Amount

Use Percentage

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Helpful Hints:

Bank Routing numbers are always 9 digits long.

You will need to enter All digits in the Account Number, not just the last four digits.

Bank Name should auto populate based on the Routing number you entered. If it does not, please contact the Payroll Office additional set-up may be required

Account Type (Checking or Savings)

The authorization box

Click on Save New Deposit

CANCEL
SAVE NEW DEPOSIT

You have successfully submitted your banking information for ACH Direct Deposit.

You should now see your bank information under the Proposed Pay Distribution section. On the far-right side, you will see the Status now reflects “**Prenote.**”

The “Pre-note” cycle validates the Routing and Account Information you entered. While our system runs its validation cycle, you will receive a paper check, which will be mailed to the mailing address on record.

After the “Pre-note” cycle, the Status will update to **Active**, and all wages paid on our Regular Payroll cycles will go ACH Direct Deposit.

If you encounter any issues during this process or have any questions, please don't hesitate to reach out to the Payroll Department at [payroll@ewu.edu](mailto:payroll@ewu.edu) or call (509) 359-2325.