

Edit or Delete Direct Deposit

WARNING:

- One account must be identified as the Remaining Balance account. This account cannot be deleted but you can edit the account using the steps below.

Edit Existing Account

1. Click **Update Direct Deposit** on the Payroll information tile on MyUW.

NOTE: The Portal can be accessed from anywhere with Internet access, including your Smart Phone or Tablet.

- a. **All UW:** Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
 - b. **UW Madison:** Employees can access the MyUW Madison portal at <https://my.wisc.edu/>
2. Click the account to be edited.
 3. Make changes to applicable fields.
 4. Click the pencil icon to edit the Account Number.
 5. Click **Save**.
NOTE: A confirmation email will be sent to business email on file.
 6. **Sign out** of the page through the stacked menu in the upper right corner.

Delete an Existing Account

WARNING: Only an account set to percentage or amount can be deleted.

1. Click **Update Direct Deposit** on the Payroll information tile on MyUW.

NOTE: The Portal can be accessed from anywhere with Internet access, including your Smart Phone or Tablet.

- a. **All UW:** Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
 - b. **UW Madison:** Employees can access the MyUW Madison portal at <https://my.wisc.edu/>
2. Click the account to be edited.
 3. Click the **Remove** button.
 4. Click **Yes** to verify the account removal.
 5. Click **Save**.
NOTE: A confirmation email will be sent to business email on file.
 6. **Sign out** of the page through the stacked menu in the upper right corner.