

Set Up Direct Deposit

WARNING: Access to set up direct deposit is not available until the first day of work.

Enter Initial Account

1. Click **Update Direct Deposit** on the Payroll information tile on MyUW.
NOTE: The Portal can be accessed from anywhere with Internet access
 - **All UW:** Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
 - **UW Madison:** Employees can access the MyUW Madison portal at <https://my.wisc.edu/>
2. Click **Add Account**.
3. Enter account information.
4. Click **Save**.
NOTE: A confirmation email will be sent to business email on file.
5. **Sign out** of the page through the stacked menu in the upper right corner.

Enter Additional Accounts

Up to three accounts can be entered, for paycheck distribution.

1. Click the **plus sign (+)** at the top of the accounts list.
2. Enter account information including a deposit type of amount or percent and the corresponding value.
3. Click **Save**.
4. Repeat steps 1-3 for additional account if necessary.
NOTE: If entering 3 accounts, the order money is deposited can be modified by clicking the **Reorder** button.
5. **Sign out** of the page through the stacked menu in the upper right corner.