

Set Up Direct Deposit

WARNING: Access to set up direct deposit is not available no more than seven days prior to the first day of work.

Enter Initial Account

1. Sign into my.wisconsin.edu
2. Click on the **Payroll** tile.
3. Select the **Direct Deposit** tab on the left sidebar.
4. Click **Add Account**.
5. Enter account information.
6. Click **Save**.
NOTE: A confirmation email will be sent to the business email on file.

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.