


How to Update Banking Information in Self-Service

Go to Self-Service: <https://selfservice.wittenberg.edu/>


From the home page, click the **Employee** box.



Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Next, click the **Banking Information** box



Banking Information

Here you can view and update your banking information.

The Banking Information page pulls all active accounts and displays them under Payroll Deposits. If you only have one account, the Deposit Priority will say Balance. If you have multiple accounts, you can prioritize them by entering specific amounts in each account. The remainder will always be prioritized last as Balance.

[Financial Information](#) · [Banking Information](#)

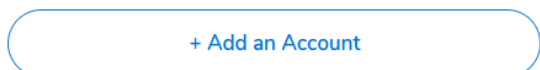
Banking Information

Active Accounts + Add an Account

Wittenberg University ("Wittenberg") pays all wages through Direct Deposit. Employees may assign deposits into one or more accounts and the sum of all deposits must equal the full balance of your pay. Direct Deposit changes must be made through this process and will no longer be accepted in-person in the Human Resources Office. Please be sure to double-check the account numbers and routing numbers before saving.

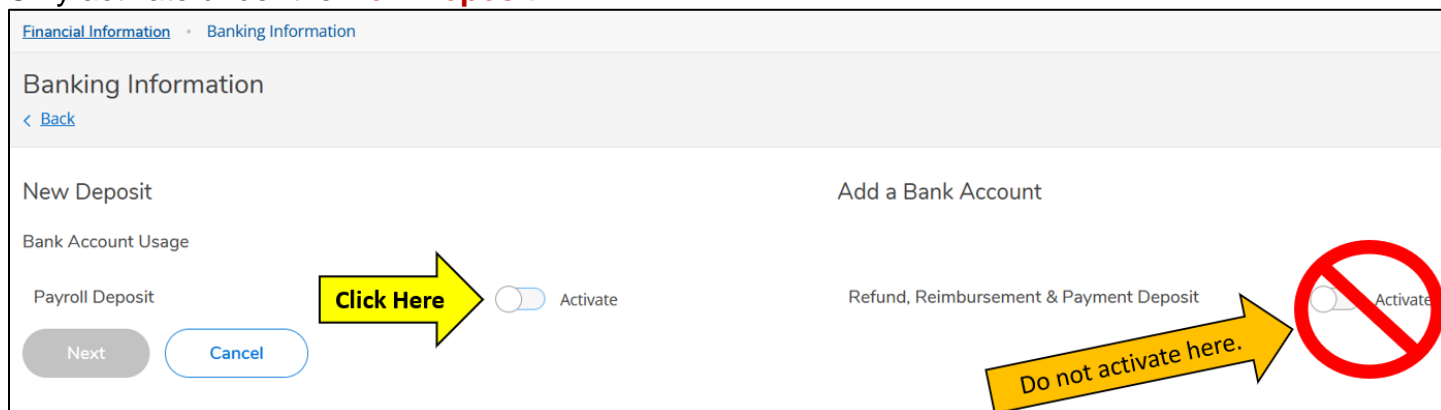
Payroll Deposits	Verification	Amount	Deposit Priority	View All
Savings	✓ Verified	\$300.00	1	>
Checking	✓ Verified	Balance	Last	>

To add a direct deposit, click **+ Add an Account** in the top right corner.

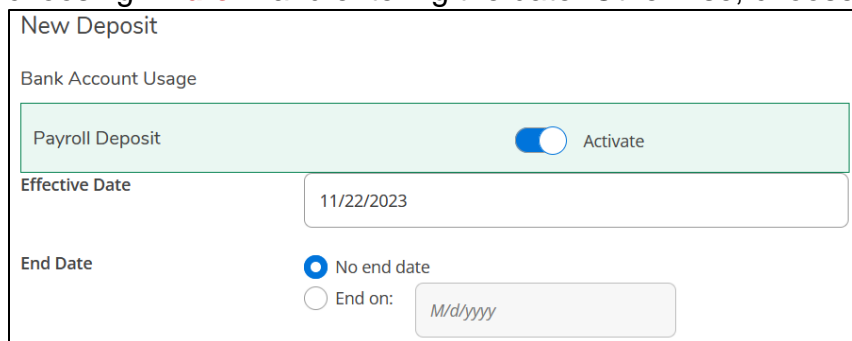


Important Note: Any changes made to accounts before the payroll has been processed will take effect on that payroll. If you want to wait until the following payroll to adjust accounts, please wait until the payroll has been deposited in your account.

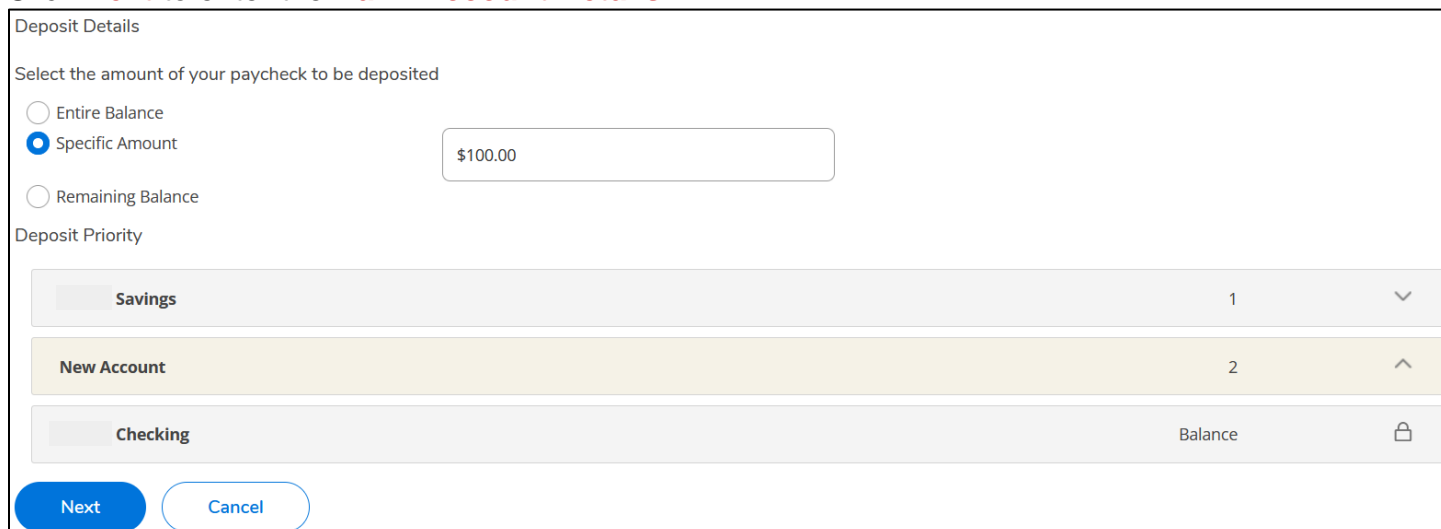
Only activate under the **New Deposit**.



The **Effective Date** will default into today's date. You cannot backdate the effective date. A future date may be entered if desired. Choose if you would like to end the deposits on a certain date by choosing **End on:** and entering the date. Otherwise, choose **No end date**.



Under **Deposit Details**, select how much of your paycheck you would like deposited into this account. Choose **Entire Balance** if you only have one account. For multiple accounts, choose **Remaining Balance** or **Specific Amount** and enter a dollar figure. Under **Deposit Priority**, use the arrows on the right side to change the priority of the accounts. As noted previously, the account with the **Remaining Balance** will always be last. Click **Next** to enter the **Bank Account Details**.



Add an **Account Nickname**. If the routing number is invalid, please contact payroll@wittenberg.edu to add your bank in the system. Routing numbers always have 9 digits.

Please double check that all information is correct before submitting! You are responsible for any fees that are incurred by providing incorrect information.

Edit Bank Account Details

Wright Patt - Savings

Account Nickname
Wright Patt - Savings

Country of Bank
United States

Routing Number *
123456789 !

The routing number is invalid

Bank Account Number *
[Redacted] i

[View sample check image](#) i

Re-enter Bank Account Number *
[Redacted] i

[View sample check image](#) i

Back Submit

Edit Bank Account Details

Wright Patt - Savings

Account Nickname
Wright Patt - Savings

Country of Bank
United States

Routing Number *
242279408 i

Wright Patt. CU, Fairborn i

Bank Account Number *
[Redacted] i

Back Submit

Enter **Bank Account Number**. The length of bank account numbers varies among banks. Include ALL zeros in bank account number! Choose the **Account Type**.

Read the Terms and Conditions and check the box to agree. Click **Submit**.

Edit Bank Account Details

Bank Account Number *
[Redacted] i

[View sample check image](#) i

Re-enter Bank Account Number *
[Redacted] i

[View sample check image](#) i

Account Type
Savings ^

Checking

Savings

Back Submit

Edit Bank Account Details

Savings v


Terms and Conditions ^

I authorize Wittenberg University to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account(s) listed below, at the depository (ies) named below, hereinafter called "Depository," and to credit the same to such account(s). Failure to provide accurate information may result in a cost for returned funds. I understand that all costs associated to depository information errors due to my failure to provide accurate information will be deducted from my next pay, or if no longer employed by Wittenberg, I understand that it is my responsibility to reimburse Wittenberg for the associated fees. This authorization is to remain in full force and effect until Wittenberg has received written notification from me of its termination in such time and in such manner as to afford Wittenberg and the Depository a reasonable opportunity to act on it.

I agree to the terms and conditions

Back Submit





The new account will appear as **Not Verified**. **THIS IS OK!** Once the next payroll has been processed, the bank will appear as verified.

Payroll Deposits	Verification	Amount
Wright Patt - Savings	 Not Verified	\$300.00

To deactivate a payroll deposit, click **View All** under Active Accounts.

[View All](#)

Click the blue arrow on the right next to the deposit you would like to deactivate.

Active Deposits	Verification	Amount	Deposit Priority
Savings	 Verified	\$300.00	1 
Checking	 Verified	Balance	Last 


Move the toggle to deactivate the payroll deposit.

Savings
Account # ... 000

Bank Account Usage

Payroll Deposit

Activate

Verification  Verified

Effective Date 10/19/2022

End Date

No end date

End on: