How to Update Banking Information in Self-Service

Go to Self-Service: [https://selfservice.wittenberg.edu/](https://selfservice.wittenberg.edu/)

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

Next, click the **Banking Information** box.

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.

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.

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

<table>
<thead>
<tr>
<th>Payroll Deposits</th>
<th>Verification</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wright Patt - Savings</td>
<td>△ Not Verified</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

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

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

Move the toggle to deactivate the payroll deposit.