



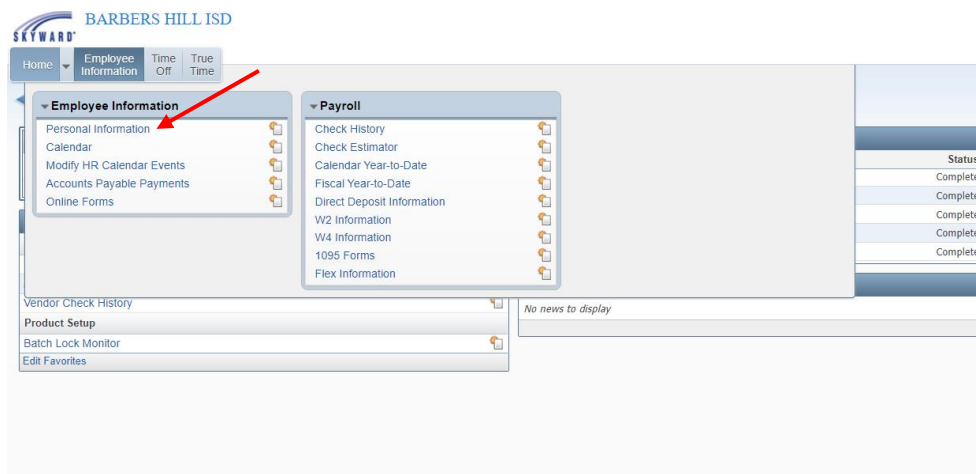
EMPLOYEE DIRECT DEPOSIT JOB AID

All direct deposit changes must be made at least 10 business days before a regular scheduled payday. If the change constitutes the closing of a currently designated account, an alternate account must be specified.

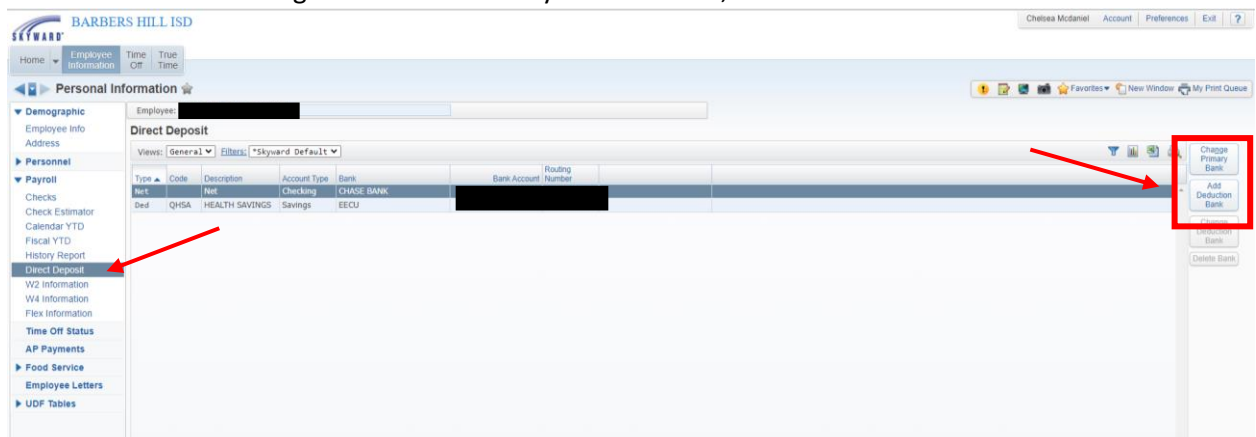
1. Click the link below to download and complete the Direct Deposit Authorization Form. You will need your network ID and password to access the form.

https://drive.google.com/file/d/1D7w7S3XDO6O6TMnUrJJ0wHObP6y6_klG/view?usp=sharing

2. Log into your Skyward Employee Access. Select Employee Information > Personal Information.



3. Select Direct Deposit under Payroll. Your current direct deposit elections will display.
 - a. BHISD allows up to two different direct deposit banks for payroll.
 - i. To change your primary bank account, select Change Primary Bank.
 - ii. To change or add a secondary bank account, select Add Deduction Bank.



4. Choose “Select My Bank” and then the “Bank Name” hyperlink to search for your bank by routing number.
 - a. If your routing number and bank is not found in the database, select “Request New Bank” to manually add your bank name and routing number.
 - b. Update your Bank Account Number.
 - c. Select your Account Type.
 - d. If you are adding or making changes to your secondary deduction bank, you will also have to provide the amount you want deposited from your check into that account. This step is not necessary for your primary bank.
 - e. Attach your signed and completed Direct Deposit Authorization Form from Step 1.
 - i. Changes submitted without a signed Direct Deposit Authorization Form **WILL NOT** be approved.
 - f. Check the box to acknowledge that you agree to the terms and conditions.
 - g. After all changes have been entered, select “Save”.

The screenshot shows a web form titled "Add Direct Deposit". At the top right are icons for a monitor, camera, printer, and help. On the right side are "Save" and "Back" buttons. The main section is titled "Bank Account (Deduction)" and contains the following text: "When adding/updating direct deposit information use the 'Select My Bank' option to select from the Bank list in Skyward. If your Bank is not already set up in Skyward use the 'Request New Bank' option and complete the required fields." Below this text are two radio buttons: "Select My Bank" (selected) and "Request New Bank". The form includes several required fields marked with an asterisk: "Routing Number" (text input), "Bank Name" (dropdown menu), "Bank Address" (text input), "Bank Account" (text input), "Account Type" (radio buttons for "Checking" and "Savings", with "Checking" selected), and "Amount Type" (radio buttons for "Fixed" and "Variable", with "Fixed" selected and a value of "0.00" next to it). There is also an "Approval Attachment" section with a "Choose File" button and the text "No file chosen". Below these fields is a scrollable area containing the following text: "Changes to direct deposit must be submitted by the following dates:", "- Changes submitted by the 6th day of the month will be effective for payroll on the 15th day of that month.", "- Changes submitted by the 20th day of the month will be effective for payroll on the last day of that month.", "If a paper check is printed due to a prenote issue, the check will be sent through school mail or mailed if I am not present on the day of payroll.", "I understand that the direct deposit is due at my bank based on BHISD's pay dates and that I am responsible for any and all bank service fees that result from paying out of my account before the", and a checkbox labeled "I acknowledge I have read and agree to the terms and conditions above." At the bottom left, a note states: "Asterisk (*) denotes a required field".

5. Payroll will review your request and notify you of any issues.