How to Request a change for your Direct Deposit Account

Log into Skyward ERP – Employee Access Click on the Employee Information Tab Screen Shot 1: /

ŚŔŸWARD'				
Home Employee Time Information Off	FastTrack Fa Open Positions Sc	stTrack reener		
📲 🕨 🛱 Employee Acce	ess		(📴 📷 🖕 Favorites 🕶 愉 New Window 🖏 My Print Queue
Jump to Other Dashboards		My Print Queue	0	Jump to Other Systems
Skyward User		Job	Status	🖻 Employee Access
Reset Dashboards	Select Widgets	Print Screen - Edit Direct Deposit - 05.20.02.00.04	Completed	Financial Management
Favorites	0	Users Assigned to Selected Options - test	Completed	L Human Resources € ✓ Product Setup €
No favorites available.		Security Cache Reset Utility	Completed	
1 Task Manager (5)	0	District News	0	Recent Programs 2
		No nous to display		

Click on Personal Information, Screen Shot 2:

Do NOT select Direct Deposit Information from this screen.

This link is view only and will not allow you to request changes.

SKŸ	WARD.							
Ho	ome 🔻	Employee Information	Time Off	FastTrack Open Positions	Fast Scre	Track eener		
	- Emp	loyee Inform	nation			- Pay	ıoll	
ſ	Perso	nal Informatio	n	4		Chec	k History	*
	Calen	dar		4	<u>`</u>	Chec	k Estimator	1
	Modify	/ HR Calenda	r Events	s (b	Cale	nday Year-to-Date	1
	Accou	ints Payable F	aymen	ts 📢	b	Direc	t Deposit Information	1
Ľ	Online	Forms		4	b	W2 II	nformation	1
						W4 li	nformation	<u></u>
						1095	Forms	1

From this screen, click on the Direct Deposit link on the left side of the screen. <mark>Screen Shot 3</mark>:

KÝWARD'				 					
Home - Employee Information	Tir C	me FastTrack F Off Open Positions S	astTrack Screener						
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 Demographic 	^	Employee.							
Employee Info	E	Employee Info							
Address						(v	ïew		
Personnel						His	story		
Personnel Info Lane/Step History		Employee Information	i .			_			
Prof Development		/			Request Changes				
Assignments				 		_			
Certifications	 	Name							
DOE Endorsement					Conf.				
PPC ECOL		Former Name:			No				
ESUL Fixed Accests	/	Spouse Name:			NO				
Paurall		Phone							
Payroll		1 110110							Conf.
Checks		Phone 1: (352)	Ext:	PCat:	HO	HOME PHONE CC			No
Check Estimator		Phone 2: (352)	Ext:	PCat:	CE	CELL PHONE COI	Type:	Home	No
History Report		Phone 3: (352)	Ext:	PCat:	OF	OFFICE PHONE (Type:	Work	No
Direct Deposit	1	1st Email:							
W2 Information		2nd Email:				Type:			
W4 Information		3rd Email:				Type:			
114 mornauon									

Then click the "Change Primary Bank" button

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Screen	Shot Z	
JULUI	JIIOL	Γ.

Information	Off Of	FastTra pen Posi	ck FastTrack tions Screener								
■ Personal Inf	formatio	on 😭					Favorites 🔻	🖺 Nev	v Wind	low 🗖	My Print Qu
Demographic	Employ	ee:									
Employee Info	Direct	Depos	it								
Address	Views:	Genera	1 V Filters: *Skyn	ward Default	~			7 🔟	8	6	Change
Personnel							Routing			T	Bank
Personnel Info	Туре 🔺	Code	Description	Account Type	Bank	Bank Account	Number	-	_	-	
Lane/Step History	Net		Net	Checking	SUNTRUST BANK	108100000000000000000000000000000000000	061000104			^	
Prof Development											
Assignments											
Certifications DOE Endersoment											
DOE Endorsement											
FSOL											
Fixed Assets											
▼ Payroll											
Checks											
Check Estimator											
Calendar YTD											
History Report											
Direct Deposit										~	
W2 Information	<		and the land				4				
W4 Information	20	~ 11	ecords displayed			Co	ae:				
1095 Forms											
Time Off Status											

Most banks are already in the system. If your new bank is not listed, see screen shot 9. Screen shots 5 through 8 show how to search for and select a bank that is already in the system.

9	<u>orean shore</u> .				
	Edit Direct Deposit	1	1	ō	?
	Primary Bank Account (Net Pay) When adding/updeting direct deposit information use the 'Select My Bank' option to select from the Bank list in Skyward. If your Bank is not already setup in Skyward use the 'Request New Bank' option and complete the required fields	n		<u>S</u> ave Back	
	Select My Bank O Request New Bank * Routing Number: 061000104				
	Bank Name: SUNTRUST BANK Suntrust Bank Address: 200 S. ORANGE AVE. MAIL CODE FL-ORL-1044 ORLANDO, F				
	* Account Type: Checking Savings				
	Please make sure that you attach a copy of a voided check and your Driver's License or valid State ID. By checking this check box, you are authorizing this change. This will be accepted as your official signature.				

Click on the Bank Name link to search for your new bank.

Search for your bank

Screen Shot 6:

Bank Names	1	1 ē	?				
Views: Bank Name	es by Name Key 🗸 🗸 🖓 🖓 🗸 Filters: *Skyward Default 🗸		T	iii i	Ð,	Select	
Name Key 🔺	Bank Name	Routing Number				Vi <u>e</u> w	
▶ SUNTRUST000	SUNTRUST BANK	061000104			^	Back	
SUNTRUST001	SUNTRUST BANK OF CENTRAL FL	063102152					
SUNTRUST003	SUNTRUST BANK	051000020					
SUNTRUST004	SUNTRUST BANK	051400345					
SUNTRUST005	SUNTRUST BANK	061100473					
SUNTRUST006	SUNTRUST BANK N FLA PALATKA	063002346					
SUNTRUST007	SUNTRUST BANK MID-FLORIDA	063105269					
SUNTRUST008	SUNTRUST BANK	063110843					
SUNTRUST009	SUNTRUST BANK	064207441					
SUNTRUST010	SUNTRUST BANK	067006076					
SUSQUEHA000	SUSQUEHANNA BANK PA	031301998					
SUTTON B000	SUTTON BANK	041215663					
SUWANNEE002	SUWANNEE RIVER FEDERAL CU	263179891					
TALLAHAS000	TALLAHASSEE STATE BANK	063109922					
TAMPA BA003	TAMPA BAY FCU	263183010					
▶ TCF NATI000	TCF NATIONAL BANK	291070001					
▶ TD AMERI000	TD AMERITRADE	021912915					
TD BANK 000	TD BANK	067014822					
▶ TD BANK 001	TD BANK	011480071					
▶ TD BANK 002	TD BANK	021302517			\sim		
20 V M	20 records displayed	Name Key: capit	tal	×	> BC		
		riante ree/i capit					

Highlight your bank and click the Select button (Make sure to select the one with the correct Routing Number).

Screen Shot	<mark>7</mark> :				
Bank Names	by Name Key			6	1 🗟 ?
Views: Bank Name	es by Name Key V <u>Filters:</u> *Skyward Default V		7 🔟 🖉		Select
Name Key 🔺	Bark Name	Routing Number			Vi <u>e</u> w
CAMBRIDG006	CALBRIDGE SAVINGS BANK	211371120		~ (Back
CAMPUS U000	CAMPUS USA CREDIT UNION	263178478			
▶ CAPITAL 000	CAPITAL CITY BANK	063100688			
▶ CAPITAL 005	CAPITAL ONE BANK	051405515			
CAPITAL 006	CAPITAL CITY BANK	063102204			
▶ CAPITAL 007	CAPITAL CITY BANK	063115194			
▶ CAPITAL 008	CAPITAL ONE BANK	113024915			
▶ CAPITAL 009	CAPITAL COMMUNICATIONS FCU	221373273			
CAPITAL 010	CAPITAL ONE NA	255071981			
CAPITAL0000	CAPITALONE	031176110			
CAROLINA004	CAROLINA COLLEGIATE FEDERAL CREDIT UNION	253978824			
CEFCU PE000	CEFCU PEORIA IL	271183701			
CENTER S001	CENTER STATE BANK	063114030			
CENTERBA000	CENTERBANK OF JACKSONVILLE	063015045			
CENTRAL 021	CENTRAL NATIONAL BANK AND TRUST	103100195			
CENTRAL 022	CENTRAL VIRGINIA FEDERAL CREDIT UNION	251484514			
CENTRAL 023	CENTRAL FL EDUCATORS FED CREDIT UNION	263181384			
CENTRAL 024	CENTRAL FL HEALTH CARE FED CREDIT UNION	263181397			
CENTRAL 025	CENTRAL MINNESOTA CREDIT UNION	291974204			
CHAMPION004	CHAMPION CREDIT UNION	241281882		> ~	
20 🗸 📢	20 records displayed	Name Key:		ABC	

Enter your account number, check box at the bottom of the screen, then click Save

Screen Shot 8.		/	/	
Edit Direct Deposit	1	٩,	Ō	?
Primary Bank Account (Net Pay)			<u>Save</u>	
When adding/updating direct deposit information use the 'Select My Bank' option to select from the Bank list Skyward. If your Bank is not already setup in Skyward use the 'Request New Bank' option and complete the required fields.	in		Back	
* Routing Number: 063100688				
* Bank Name: CAPITAL CITY BANK				
Bank Address:				
* Bank Account: 292828282828				
* Account Type: D Checking O Savings				
Please read the following carefully and call your payroll specialist with any questions.				
In order to process your direct deposit change, please make sure you attach 1) a copy of your Driver's License State ID AND 2) a copy of your voided check. Direct deposit changes will NOT be made withour BOTH of these documents. It will take 2 payroll cycles for the direct deposit changes to be in effect. The next check you receive will be a paper check and then the following check will be direct deposited into your new account.				
Also, please verify that the routing number on the bank you selected matches exactly to your voided check, even if the "bank name" in Skyward is different than your bank name. Banks change names frequently, so we may not have made the name change in Skyward. By checking this box, this will be used as your official signature and you are authorizing the payroll				
☐ I acknowledge I have read and agree to the terms and conditions above.				
Asterisk (*) denotes a required field				

If your bank is not already in the system, select "Request New Bank", enter required fields, check box at the bottom of the screen, then click Save Screen Shot 9:

Edit Direct Deposit	05.20.02.00.04 - Internet Explorer	×
https://skyward.isco	rp.com/scripts/wsisa.dll/WSepice=wsfinalachuatrnfl/rgen1edit033.w?isPopup=	ue
dit Direct Dep	osit	in î 🖶 ?
Primary Bank Acc When adding/updatin n Skyward. If your B the required fields. Select My Bank Bank Name: Bank Name: Bank Address: Bank Address: Bank Address: Bank Address: Account Type: Please read the follo In order to process y Driver's License/Stat made without BOTH to be in effect. The r be direct deposited i Also, please verify th vided check, even i names frequently, so	punt (Net Pay) g direct deposit information use the 'Select My Bank' option to relect from the B nk is not already setup in Skyward use the 'Request New Bank' option and com Request New Bank 063123456 Bank of Old York Road 123456789 O Checking O Savings ving carefully and call your payroll specialist with any questions. put direct deposit change, please make sure you attach 1) a copy of your P ID AND 2) a copy of your voided check. Direct deposit changes will NOT be of these documents. It will take 2 payroll cycles for the direct deposit changes ext check you receive will be a paper check and then the following check will to your new account. at the routing number on the bank you selected matches exactly to your the "bank name" in Skyward is different than your bank name. Banks change we may not have made the name change in Skyward.	ank list plete
By checking this box	this will be used as your official signature and you are authorizing the payroll	~
	average and arrest to the terms and conditions above	

Now you must attach a copy of a voided check and Driver's License, Click the Pending Approvals button

<mark>Screen Shot 10</mark> :								· \	
Ś K Ÿ W A R D'									
Home - Employee Information	Time Off Op	FastTrack pen Positions	FastTrack Screener						
 ◄ ■ Personal In 	formatio	on 😭					🔓 Favorites 🔻	New Window	My Print Queue
▼ Demographic	Employ	ee: LANDIS	RITA A						
Employee Info Address	Direct	Deposit	Filtors: *Slove	and Default	<u>_</u>			🔻 🗔 🕅 🐣	Change
▼ Personnel	views.	denerui +	THEORY SKY				Douting		Primary
Personnel Info	Туре 🔺	Code Des	cription	Account Type	Bank	Bank Account	Number	Pending Status	
Lane/Step History	Net	Net		Checking	SUNTRUST BANK	1081XXXXXXXXXXXXXXXXXX	061000104	Pending Reque	Approvals
Prof Development									
Assignments									
Certifications									

Click th <mark>Screen</mark>	ne Attach <mark>Shot 11</mark> :	button 🖊					
Pendi	ng Direct	t Deposit C	hanges			10	1
Views:	General ∨	Filters: *Skyw	ard Default 🗸		u	🖲 💩	Review
Change Type ▲	Old Type	New Type	Old Bank	New Bank	Old Address	N	Back
Edit	Net Pay	Net Pay	SUNTRUST BANK	CAPITAL CITY BANK	200 S. ORANGE AVE.	, ORL	<u>N</u> otes (0)
							(Attach (0)
						~	
20	✓ 1 recor	ds displayed			Change Type:	>	

Click the Add File button



Screen Shot 13: Approval Request Attachments - 05.20.02.00.04 - Microsof Edge _ × A https://skyward.iscorp.com/scripts/wsisa.dll/ /Service=wsfinalachuatrnfl_fattmview003.w?isPopup=true Approval Request Attachments 📾 🕤 🤠 🥐 Save Add Approval Request Attachment Back * Type: Attachments EAAR Entered Date: 03/21/2020 Entered Time: 8:41 PM Entered By: RITA A LANDIS Description: Driver's License * Attached File: Browse... Asterisk (*) denotes a required field

Select Type "Attachments", enter a description, then Browse to your document



Click Save

Approval Request At	-		×	
A https://skywa	rd.iscorp.com/scripts/wsisa.dll/WService=wsfinalachuatrnfl/fattmview993.w?isPopup=true			
Approval Req	uest Attachments		1 0	?
Add Approval Re	equest Attachment		/e	
* Type:	Attachments CAAR		ж	
Entered Date:	03/21/2020			
Entered Time:	8:41 PM			
Entered By:	RITA A LANDIS			
Description:	Driver's License			
* Attached File:	C:\Users\sabre\Documents\Rita Browse			
Asterisk (*) denotes a	required field			

Click the Add File button again and repeat steps to attach your voided check

achments					
Available Attachments					
Description	Entered By	Entered Date	Entered Time File S	ize Or	Add File
Driver's License		03/21/2020	8:48 PM 92 KE	B Dr ^	
					Add Link
					Edit
					Delete
					Back
	Chments S Description Driver's License	Achments S Description Entered By Driver's License	Achments S Description Entered By Entered Date Driver's License 03/21/2020	Achments S Description Entered By Entered Date Entered Time File S Driver's License 03/21/2020 8:48 PM 92 KI	Achments S Description Entered By Entered Date Entered Time File Size O Triver's License 03/21/2020 8:48 PM 92 KB Dr

After both documents have been attached, click Back

Screen Shot 1	<mark>7</mark> :					
Attachments						
Approval Request A Available Attachme	Approval Request Attachments Available Attachments					
Туре 🔺	Description	Entered By	Entered Date	Entered Time File Size	Or	Add File
Attachments	Driver's License		03/21/2020	8:48 PM 92 KB	Dr ^	Dealine
Attachments	Voided Check		03/21/2020	8:51 PM 23 KB	Vo	Add Link
						Edit
						Delete
						Back
			03/21/2020	0:31 PM 23 3		

Your Pending Direct Deposit Changes screen should look like this:

Make sure you have two attachments. Requests will not be processed without proper documentation. Screen Shot 18:

Pending Direct Deposit Changes									
	Views: General 🗸 Filters: *Skyward Default 🗸							Review	
	Change Type 🔺	Old Type	New Type	Old Bank	New Bank	Old Address	N	Back	
	Edit	Net Pay	Net Pay	SUNTRUST BANK	CAPITAL CITY BANK	200 S. ORANGE AVE.	ORL/ ^	<u>N</u> otes (0)	
								Attach (2)	
	<						>		
[20	✓ 1 records	displayed			Change Type:			

This completes the request process. Please verify that both attachments are there.