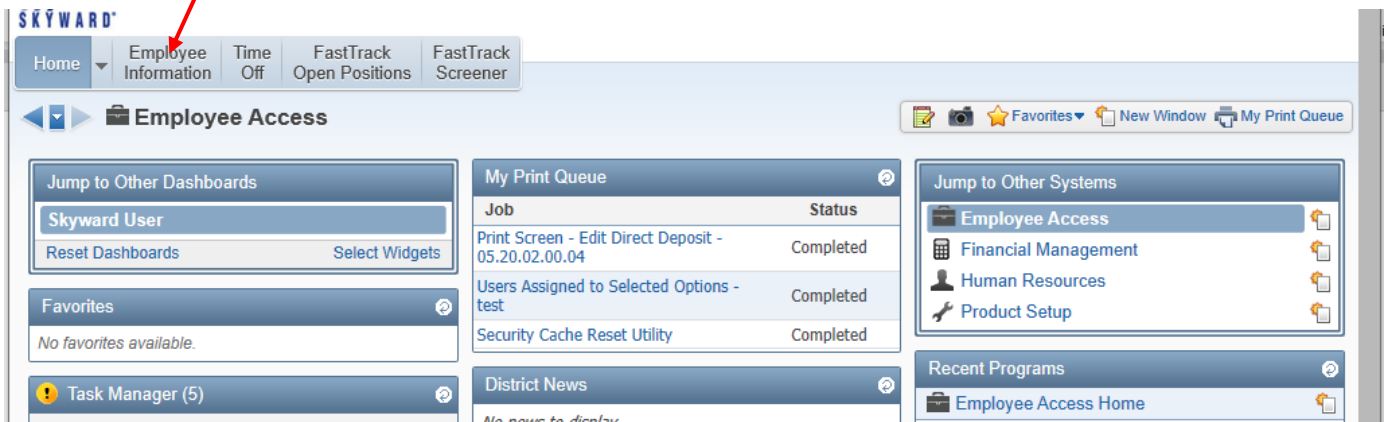


## How to Request a change for your Direct Deposit Account

Log into Skyward ERP – Employee Access

Click on the Employee Information Tab

Screen Shot 1:

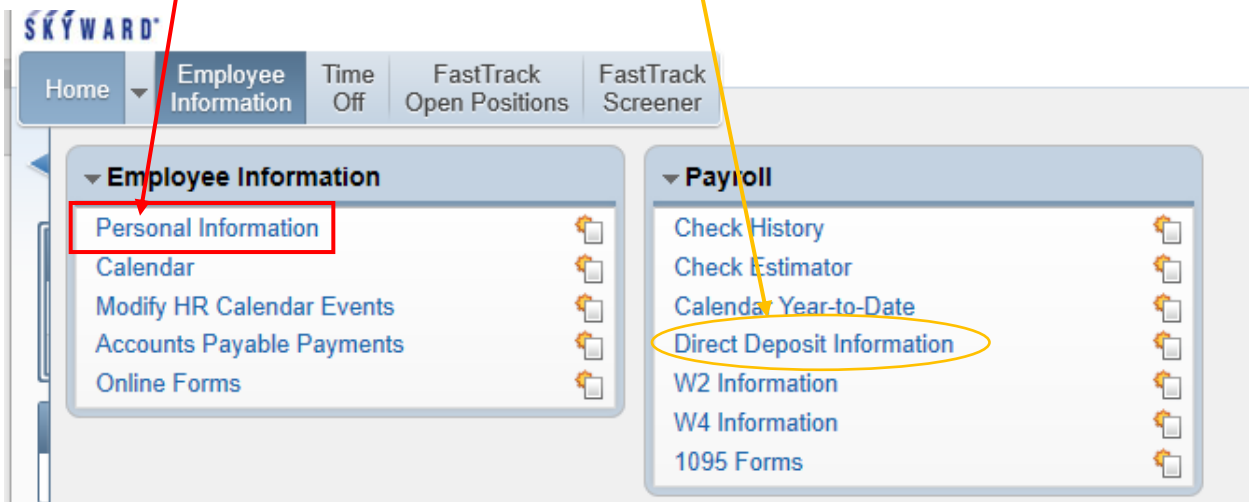


Click on Personal Information,

Screen Shot 2:

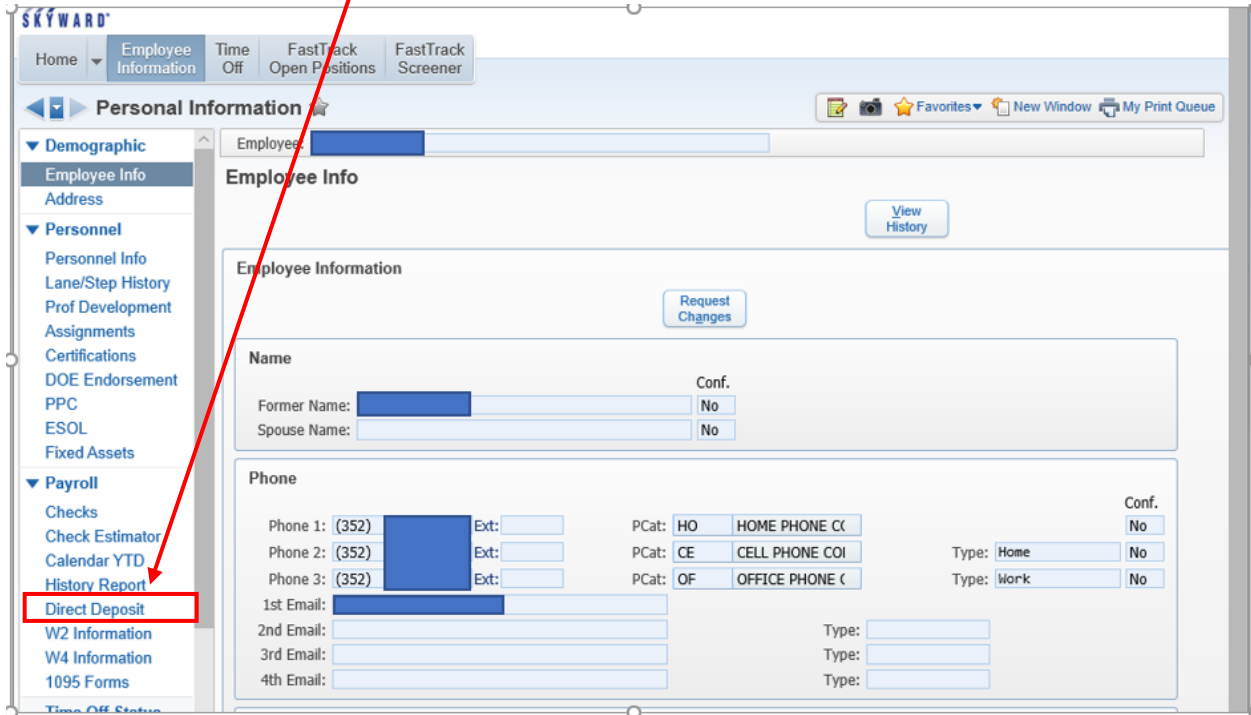
Do NOT select Direct Deposit Information from this screen.

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



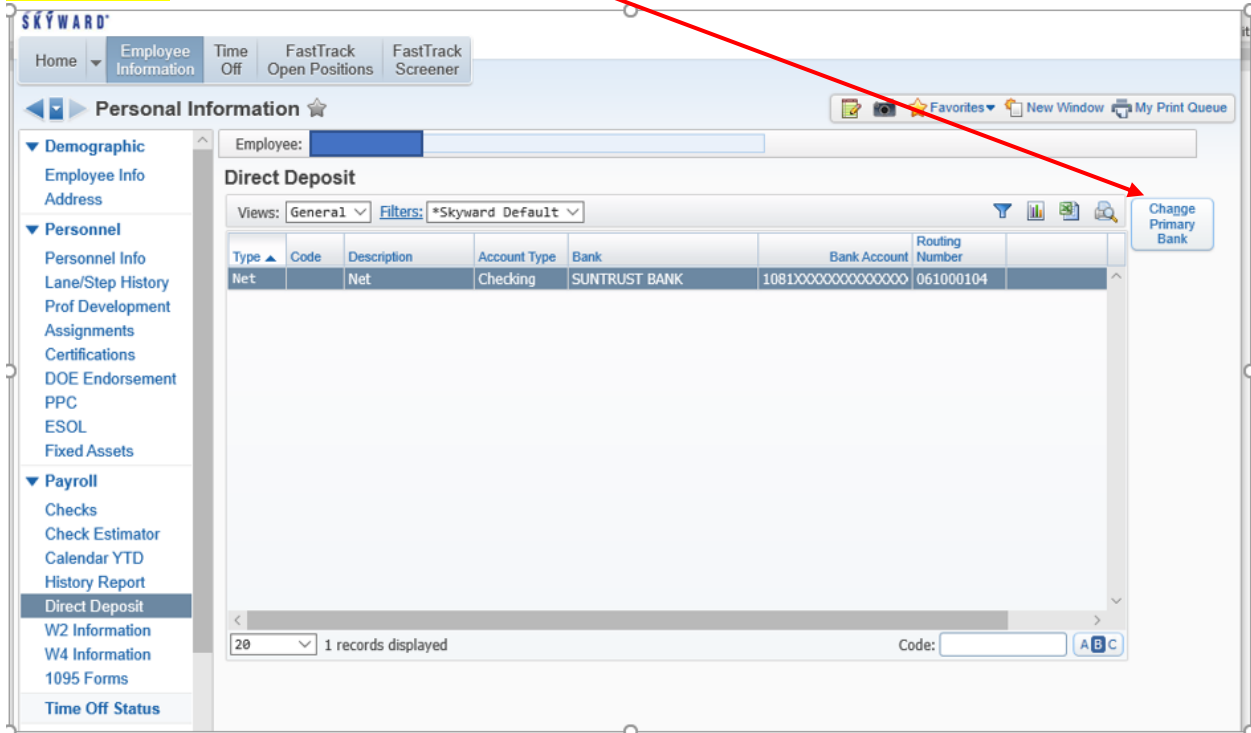
From this screen, click on the Direct Deposit link on the left side of the screen.

**Screen Shot 3:**



Then click the "Change Primary Bank" button

**Screen Shot 4:**



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.

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

**Screen Shot 5:**

### Edit Direct Deposit

**Primary Bank Account (Net Pay)**

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 setup in Skyward use the 'Request New Bank' option and complete the required fields.

Select My Bank  Request New Bank

\* Routing Number:

\* Bank Name:

Bank Address:

\* Bank Account:

\* 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.

[Save](#) [Back](#)

Search for your bank

**Screen Shot 6:**

### Bank Names by Name Key

Views:  Filters:

Name Key	Bank Name	Routing Number
SUNTRUST000	SUNTRUST BANK	061000104
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	011400071
TD BANK 002	TD BANK	021302147

20 records displayed Name Key:

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

Screen Shot 7:

Name Key	Bank Name	Routing Number
▶ CAMBRIDG006	CAMBRIDGE SAVINGS BANK	211371120
▶ 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

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

Screen Shot 8:

**Primary Bank Account (Net Pay)**

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 setup in Skyward use the 'Request New Bank' option and complete the required fields.

Select My Bank  Request New Bank

\* Routing Number: 063100688

\* Bank Name: CAPITAL CITY BANK

Bank Address:

\* Bank Account: 2928282828

\* Account Type:  Checking  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 without 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:

Primary Bank Account (Net Pay)

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 setup in Skyward use the 'Request New Bank' option and complete the required fields.

Select My Bank  Request New Bank

\* Routing Number: 063123456

\* Bank Name: Bank of Old York Road

Bank Address: \_\_\_\_\_

\* Bank Account: 123456789

\* Account Type:  Checking  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 without 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

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

Screen Shot 10:

SKYWARD

Home Employee Information Time Off FastTrack Open Positions FastTrack Screener

Personal Information

Employee: LANDIS RITA A

Direct Deposit

Views: General Filters: \*Skyward Default

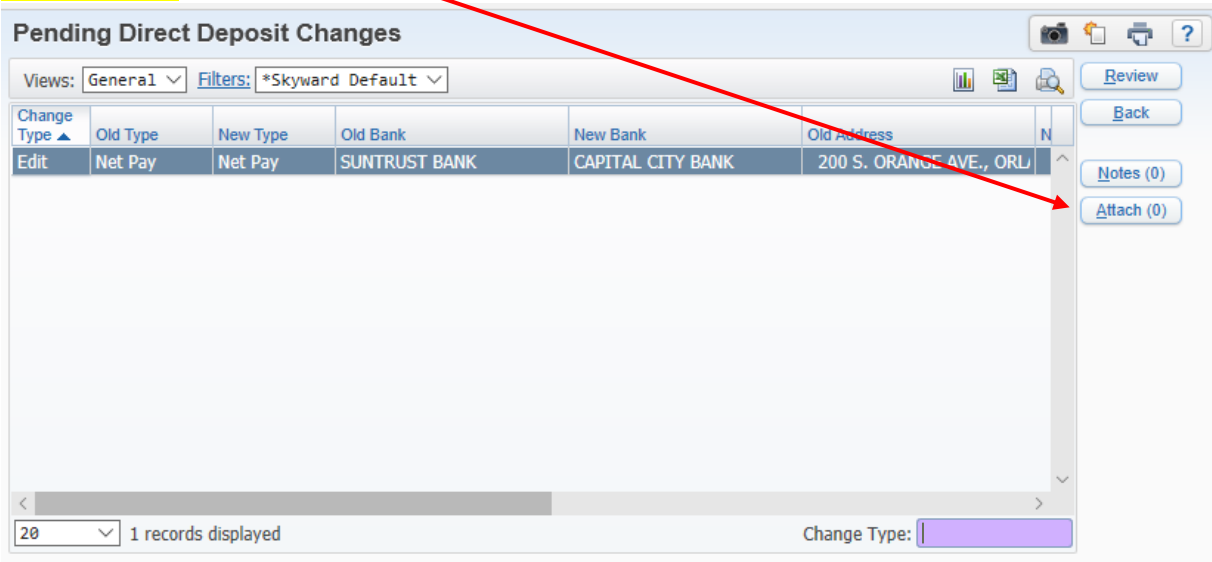
Type	Code	Description	Account Type	Bank	Bank Account	Routing Number	Pending Status
Net		Net	Checking	SUNTRUST BANK	1081XXXXXXXXXXXX	061000104	Pending Reque

Change Primary Bank

Pending Approvals

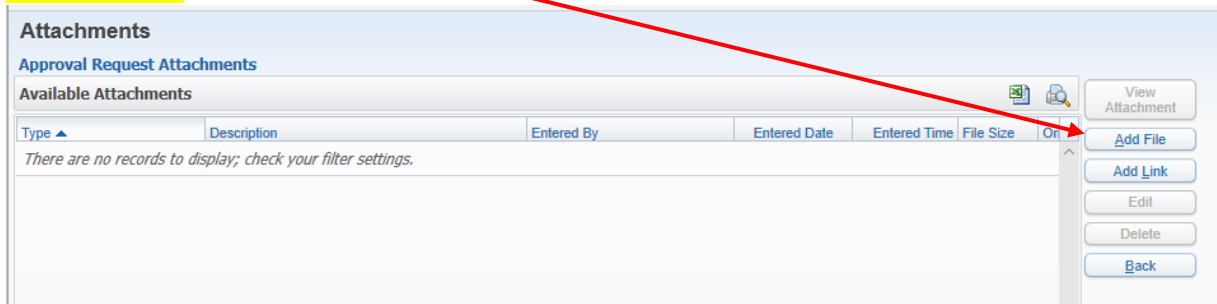
Click the Attach button

Screen Shot 11:



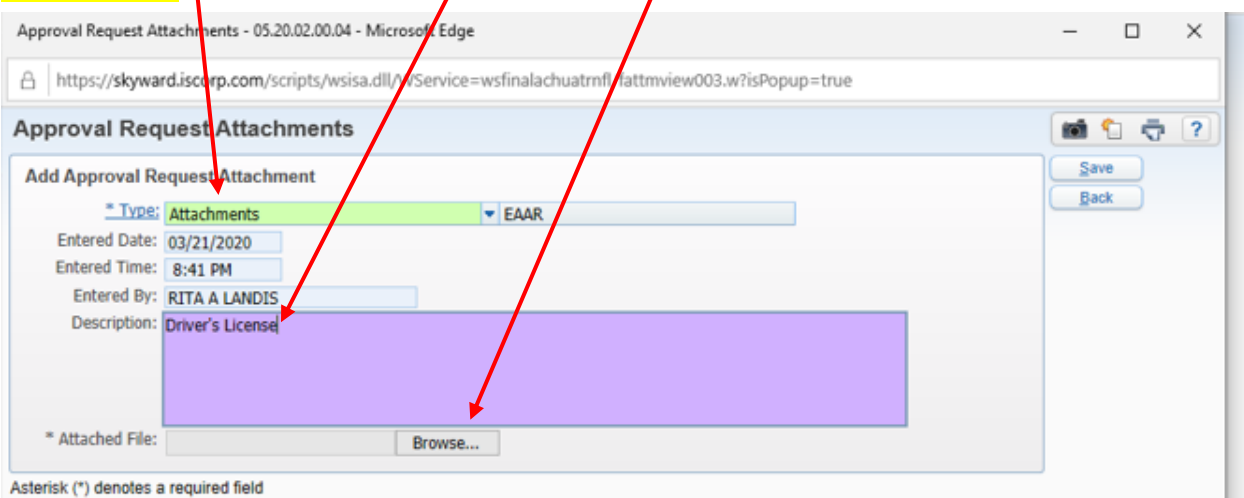
Click the Add File button

Screen Shot 12:



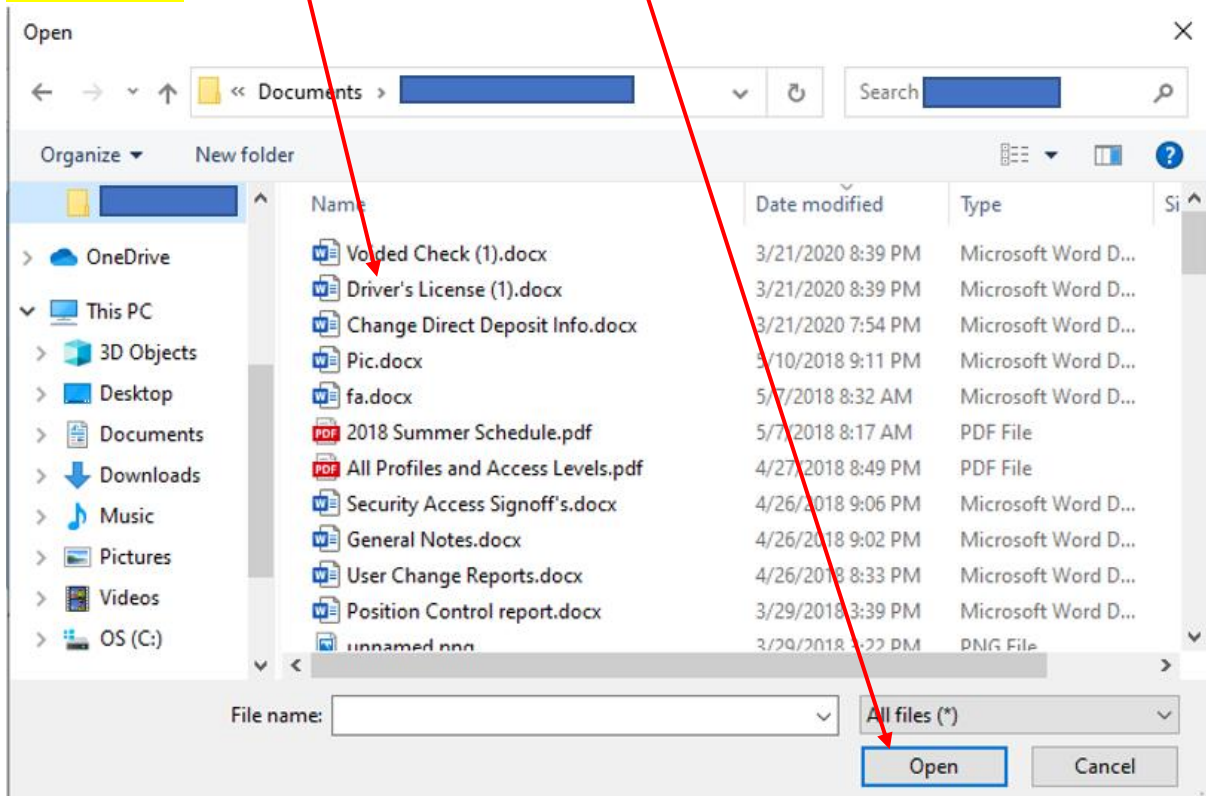
Select Type "Attachments", enter a description, then Browse to your document

Screen Shot 13:



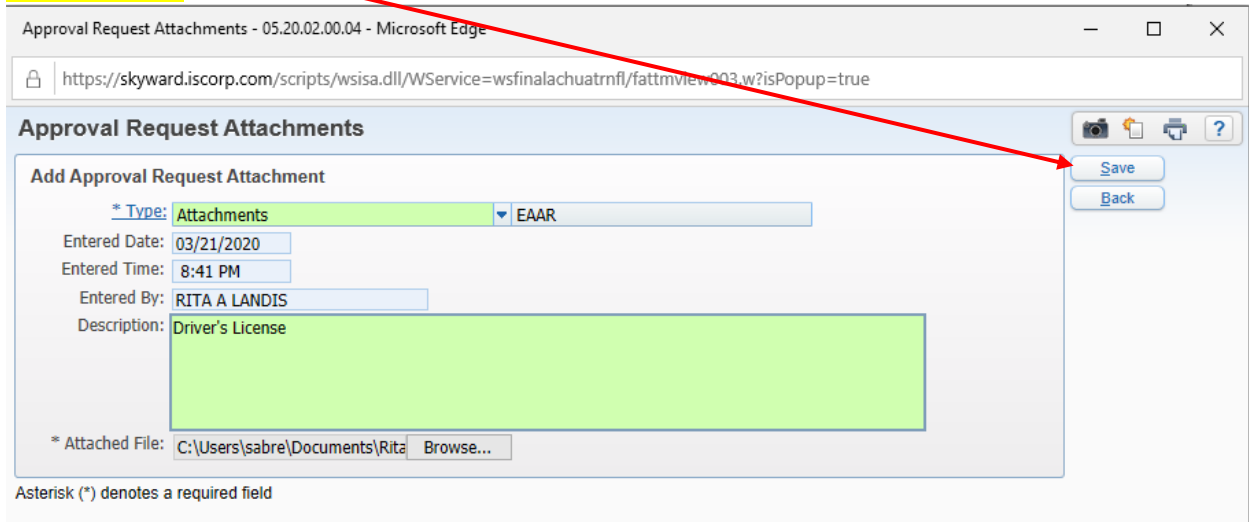
Navigate to your document, highlight it, then click OPEN

Screen Shot 14:



Click Save

Screen Shot 15:



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

Screen Shot 16:

The screenshot shows the 'Attachments' section of an 'Approval Request Attachments' page. It features a table with the following data:

Type	Description	Entered By	Entered Date	Entered Time	File Size	Original File Name
Attachments	Driver's License	[Redacted]	03/21/2020	8:48 PM	92 KB	Dr...

On the right side, there is a vertical menu with buttons: View Attachment, Add File, Add Link, Edit, Delete, and Back. A red arrow points from the text above to the 'Add File' button.

After both documents have been attached, click Back

Screen Shot 17:

The screenshot shows the 'Attachments' section with two entries in the table:

Type	Description	Entered By	Entered Date	Entered Time	File Size	Original File Name
Attachments	Driver's License	[Redacted]	03/21/2020	8:48 PM	92 KB	Dr...
Attachments	Voided Check	[Redacted]	03/21/2020	8:51 PM	23 KB	Vo...

The 'Back' button in the right-hand menu is highlighted with a red arrow pointing to it from the text above.

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:

The screenshot shows the 'Pending Direct Deposit Changes' screen. It includes a table with the following data:

Change Type	Old Type	New Type	Old Bank	New Bank	Old Address	Notes
Edit	Net Pay	Net Pay	SUNTRUST BANK	CAPITAL CITY BANK	200 S. ORANGE AVE, ORL	N

On the right side, there is a vertical menu with buttons: Review, Back, Notes (0), and Attach (2). A red arrow points from the text above to the 'Attach (2)' button.

At the bottom, there is a pagination control showing '20' records per page and '1 records displayed'. A 'Change Type:' dropdown is also visible.

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