

Setting up Direct Deposit

****Electronic direct deposit assures that an employee's paycheck is in their checking or savings account on payday even if they are sick or on vacation. Therefore, electronic direct deposit is mandatory for all wage and permanent employees. ****

1. Go to: <https://patriotweb.gmu.edu/>
2. Click: **Login**
3. Enter: **User ID and PIN**
4. Click: **Login**
5. Click: **(Green and White) Employee Services Tab**
6. Click: **Pay Information**
7. Click: **Direct Deposit Allocation**
8. Click: **Add New Direct Deposit**
9. Enter: **Banking Information in all required fields ***
10. Click: **Save and then, Exit Out**

**Additional assistance is available at 993-2226 or in Fenwick Library, Room 206-B*

Update Direct Deposit Allocation - Microsoft Internet Explorer


Address: https://patriotweb.gmu.edu/pls/prod/bwplkpay.P_UpdateDirectDeposit

Where can I locate my Bank Routing and Bank Account Numbers on my check?

Your Bank Routing and Bank Account Numbers can be located at the bottom of your check. Your Bank Routing Number is the 9 digits between |; and |; with your Account Number just to the right. Please do not confuse these numbers with your check number. **Your check number should not be included in your submission.** Please review our sample below.

Enter the numbers from the bottom of your check as illustrated below.

⑆ 123456789 ⑆	⑆ 1234567890123 ⑆
Bank Routing Number	Bank Account Number



Note: If you get the following error message at the top of this page:

Invalid bank routing number. Re-enter or contact your payroll administration office.
Please confirm the routing number and re-enter.

If you still receive an error, please call Human Resources and Payroll at 703-993-2600.

Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
<p>* - indicates a required field.</p> <p>Add Allocation:</p> <p>Bank Routing Number: * <input type="text"/></p> <p>Account Number: * <input type="text"/></p> <p>Account Type: <input type="text" value="Saving"/></p> <p>Amount or Percent: <input type="text"/> <input type="text" value="Percent"/></p> <p><input type="button" value="Save"/></p> <p style="text-align: center;">Direct Deposit Allocation</p>						

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