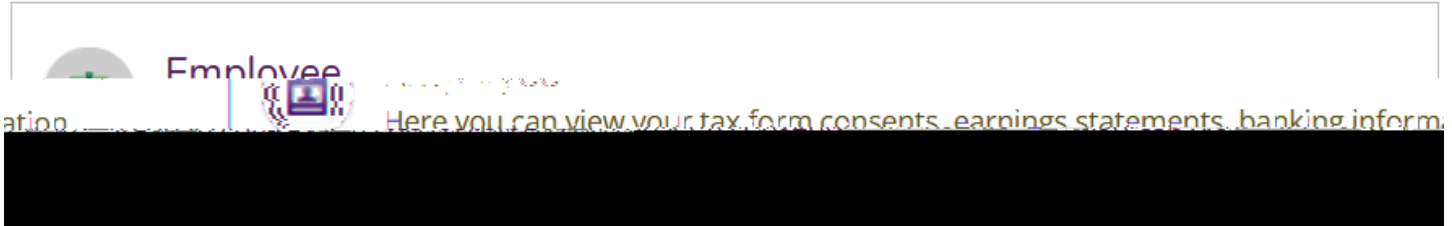


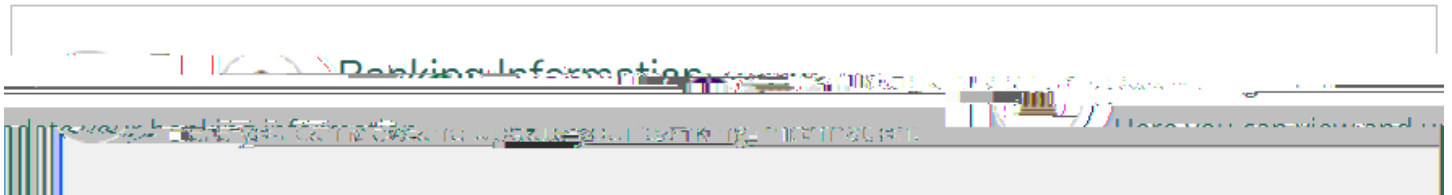
How to Update Banking Information in Self-Service

Go to Self-Service: <https://selfservice.wittenberg.edu/>

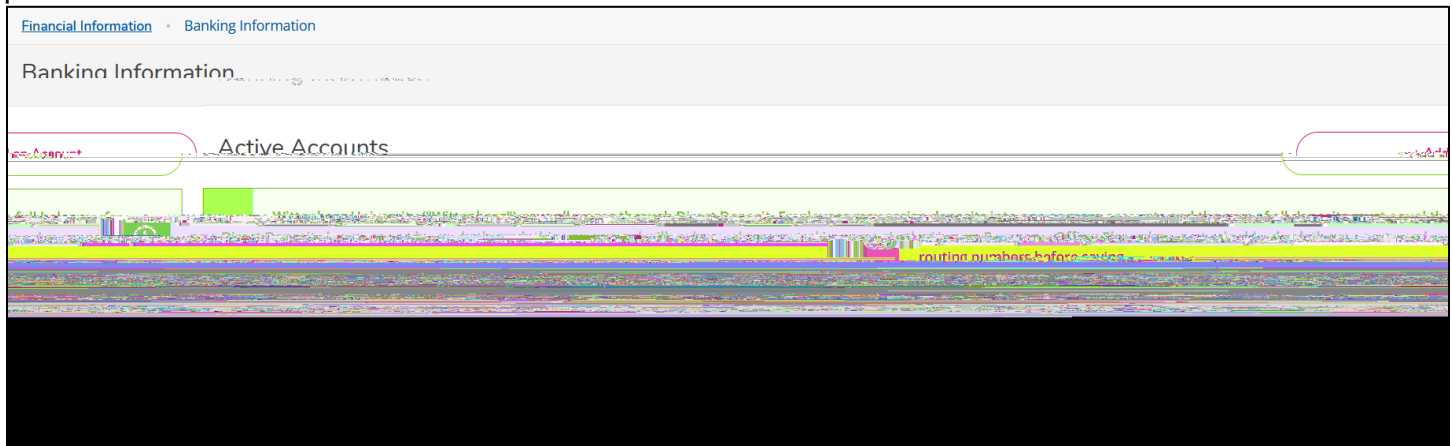
From the home page, click the **Employee** box.



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.

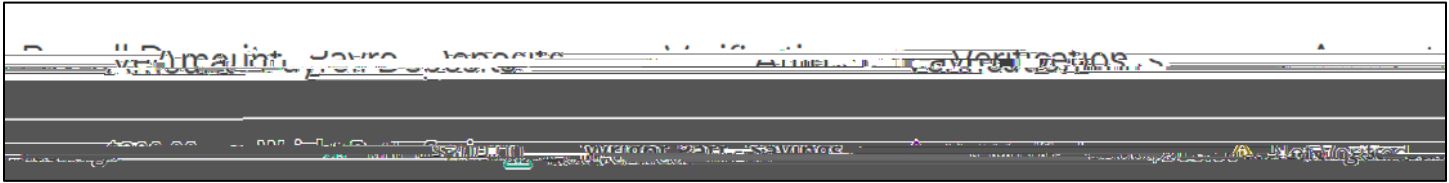


Important Note: Any changes made to accounts before the payroll has been processed will take effect on that payroll. If you want to wait until the following payroll to adjust accounts, please wait until the payroll has been deposited in your account.



Add an **Account Nickname**. If the routing number is invalid, please contact payroll@wittenberg.edu

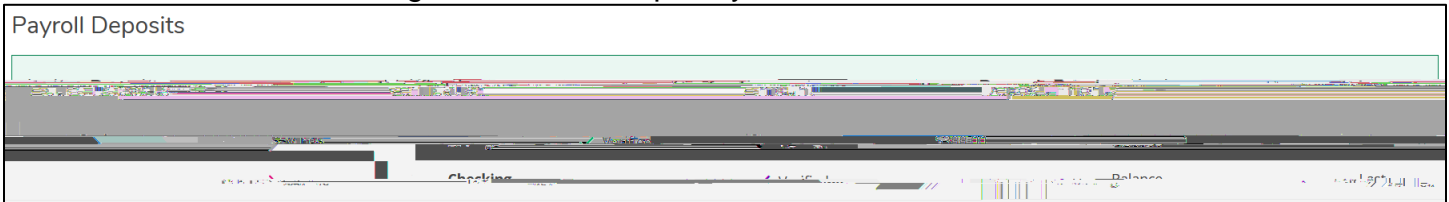
The new account will appear as **Not Verified**. **THIS IS OK!** Once the next payroll has been processed, the bank will appear as verified.



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.

