

The screenshot displays the Employee Dashboard for Kristi Hammons. At the top, the Illinois Wesleyan University logo and name are visible. The dashboard title is "Employee Dashboard". Below the title, the user's name "Kristi Hammons" is shown with a "My Profile" button. The "Leave Balances as of 05/13/2020" section includes:

Vacation Pay in hours	102.64	Personal Pay in hours	2.00	Sick Pay in hours	146.00
Vacation - Carryover in hours	0.00				

Below the leave balances, there is a "Pay Information" section with a "Latest Pay Stub: 03/06/2020" and links for "All Pay Stubs", "Direct Deposit Information", and "Deductions History". A "My Activities" section is also present on the right side of the dashboard. The left sidebar contains links for "Earnings", "Taxes", "Job Summary", and "Employee Summary".

The Employee Dashboard, available from [MyIWU](#), provides one-stop access to frequently accessed employee information.

What is available on the Employee Dashboard?

The Employee Dashboard includes employee pay stub, leave balances, job summary, and earnings history. Additionally, the updated pay stub includes information such as your home address, job title, and withholding allowances. You can access historical pay stubs back to 2008.

Supervisors: If you have direct reports, they will be listed under the My Team button. If there is an error (i.e. someone missing, or someone listed who does not report to you), please let HR know. For your direct reports, you will be able to view their current leave balances, preferred contact information, emergency contact information and hire date.

Direct Deposit Information: In addition to viewing pay stubs and deduction history, you can review/add/change direct deposit information. Selecting Direct Deposit Information from the main page will take you to an Allocation Screen that has a "+Add New" function. You can make an existing account inactive or divide deposits between multiple accounts. An Add Payroll Allocation box will pop up and ask for new/additional account and routing number.

See screen shots below:

Direct Deposit Allocation

Pay Distribution as of 03/05/2020

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
State Farm Bank FSB	xxxxx	xxxxxx	Checking	
				Total Net Pay

Proposed Pay Distribution

State Farm Bank FSB

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
State Farm Bank FSB	xxxxx	xxxxxx	Checking	Remaining	1		Active
						Total Net Pay	

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

Direct Deposit Allocation

Pay Distribution as of 03/05/2020

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
State Farm Bank FSB	xxxxx	xxxxxx	Checking	
				Total Net Pay

Proposed Pay Distribution

State Farm Bank FSB

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
State Farm Bank FSB	xxxxx	xxxxxx	Checking	Remaining	1		Active
						Total Net Pay	

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

Add Payroll Allocation

Bank Routing Number:

Account Number:

Account Type:

Amount:

- Use Remaining Amount
- Use Specific Amount
- Use Percentage

Priority:

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL | SAVE NEW DEPOSIT

New accounts added will be “prenote” with your bank, meaning they will not be active the first time payroll is processed subsequent to the change. To keep your direct deposit active with the previous account(s) while the new account prenotes, follow these steps.

Only one account can be selected with “Remaining” under Amount. The existing account will need to be changed prior to adding a new account.

Banner

banapps2.iwu.edu:4443/BannerGeneralSsb/ssb/directDeposit#/directDepositListing

Apps Home - HRS Pro New Tab Illinois Wesleyan U... Banner 9 Test Banner 9 Prod Charlesbank Application Navigat... Sentient Investor P... Ban 9 SSB

ILLINOIS WESLEYAN UNIVERSITY John Bryant 1

Direct Deposit Allocation

Proposed Pay Distribution

Delete Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> PNC Bank, NA	XXXX	XXXX	Checking	Remaining	1	\$	Active

Total Net Pay \$

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

Type here to search

11:27 AM 6/2/2020

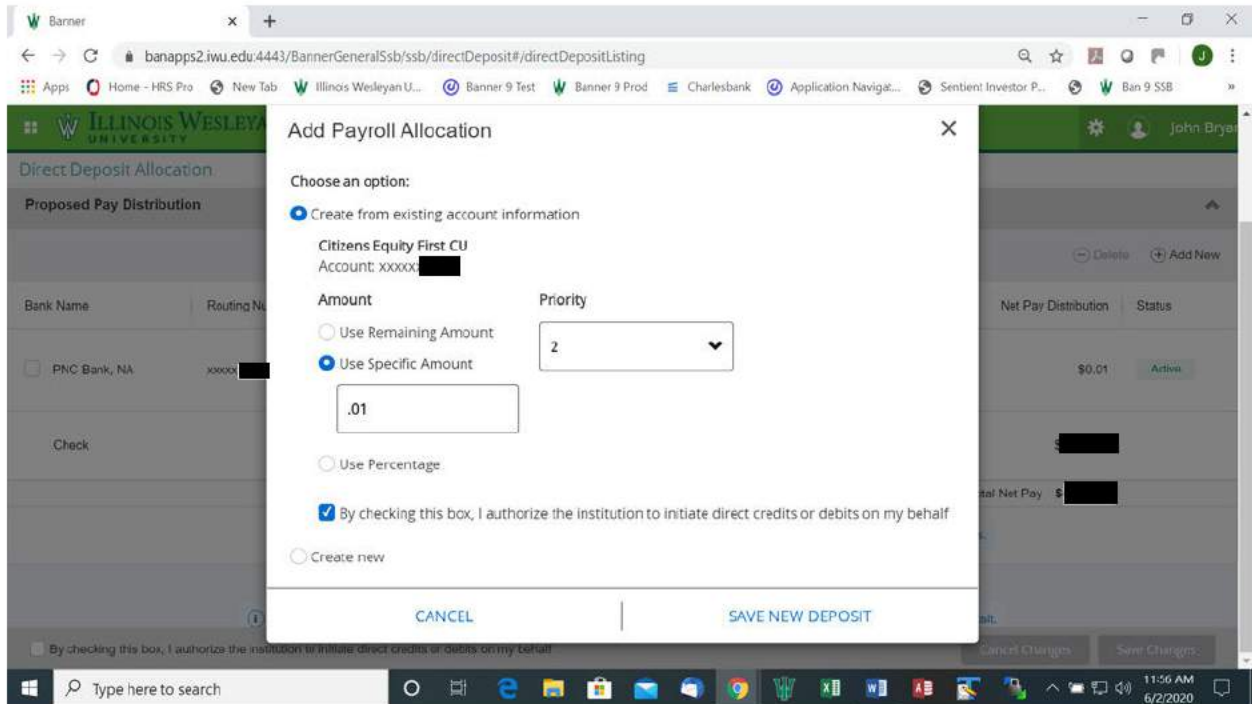
Change existing account from "Remaining" to "Use Specific Amount" and enter 0.01 as a place holder and Save.

The screenshot shows the 'Direct Deposit Allocation' page in a web browser. The page title is 'Direct Deposit Allocation' and the user is identified as 'John Bryant'. The main content area is titled 'Proposed Pay Distribution' and shows a table with columns for Bank Name, Routing Number, Account Number, Account Type, Amount, Priority, Net Pay Distribution, and Status. A dropdown menu is open over the 'Amount' field, showing three options: 'Use Remaining Amount', 'Use Specific Amount' (which is selected), and 'Use Percentage'. The 'Amount' field currently displays '\$0.01'. Below the table, there is a note: 'The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.' At the bottom of the page, there is a checkbox for authorization and two buttons: 'Cancel Changes' and 'Save Changes'.

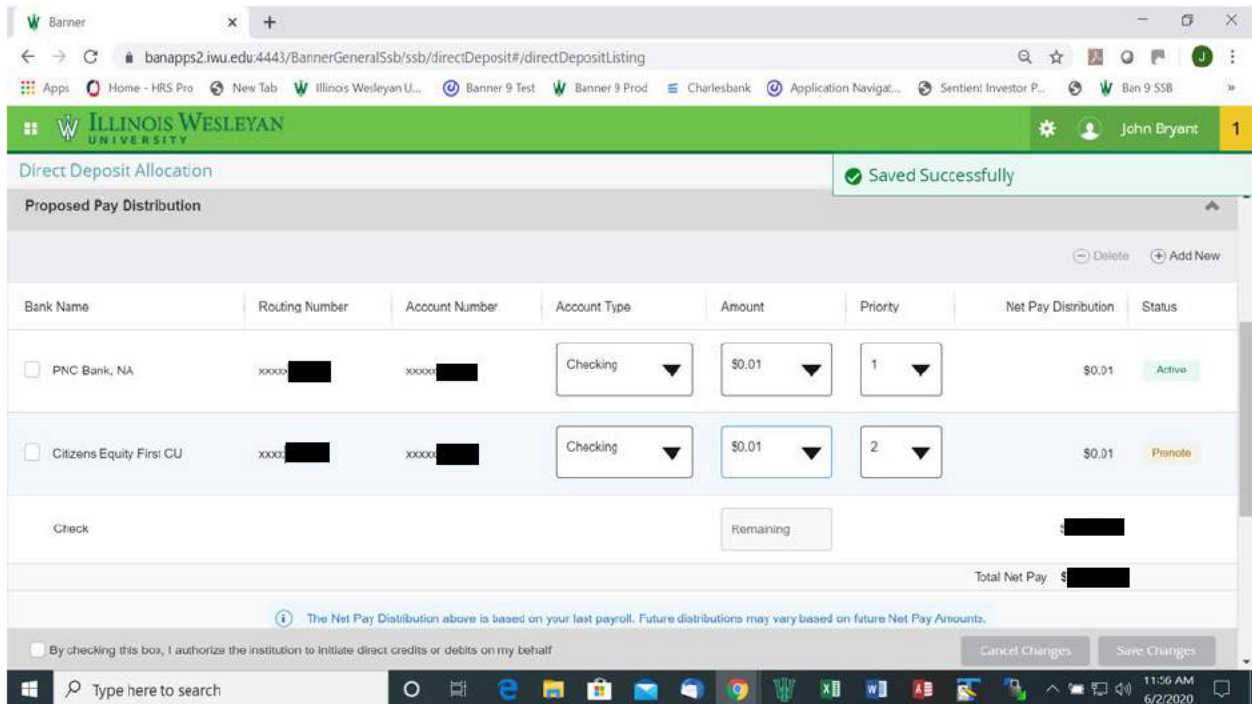
Add your new account by selecting the appropriate option.

The screenshot shows the same 'Direct Deposit Allocation' page, but with a modal dialog box open. The dialog box is titled 'Add Payroll Allocation' and contains the text 'Choose an option:'. There are two radio button options: 'Create from existing account information' and 'Create new'. At the bottom of the dialog box, there are two buttons: 'CANCEL' and 'SAVE NEW DEPOSIT'. The background page is dimmed, showing the same table and notes as in the previous screenshot.

Once you select/create a new account, select "Use Specific Amount" and enter .01 as a place holder. Check the box "By checking this box, I authorize the institution to initiate direct credits and debits on my behalf" and select "Save New Deposit".



Now you have your existing account and your new account established.



Go to the Active Account and change the Amount back to "Use Remaining Amount".

Direct Deposit Allocation

Proposed Pay Distribution

[-] Delete [+ Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> PNC Bank, NA	xxxx [REDACTED]	xxxx [REDACTED]	Checking	Remaining	1	\$0.01	Active
<input type="checkbox"/> Citizens Equity First CU	xxxx [REDACTED]	xxxxxx [REDACTED]	Checking	Use Percentage	2	\$0.01	Prenote
Check				Remaining		\$ [REDACTED]	
						Total Net Pay	\$ [REDACTED]

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes

Type here to search

11:56 AM 6/2/2020

After the new account is processed with the next payroll, you will need to go back into Employee Self Service to delete the old account and change the Amount selection for the new account to correct amount.