

# Direct Deposit/Payroll Card Web4U Instructions

By enrolling in direct deposit (or Payroll Card), you understand that under compliance with guidelines set by the Office of Foreign Assets Control (OFAC), you must notify Payroll if you electronically transfer funds received via payroll direct deposit to another financial institution outside the U.S.

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## Add a Bank for Direct Deposit (if no prior payroll card or direct deposit)

You will need your bank routing number and account number. This information is usually found along the [bottom of your personal check or deposit slip](#). You can also contact your bank for this information.

1. Login to [Web4U](#)
2. Click on “Employees” tab
3. Select “Time Entry”
4. Select “Employee Dashboard”
5. Click on “Direct Deposit Information”
6. Select “Direct Deposit Enrollment”
7. Click on “Update Direct Deposit Allocation”
8. Go down to “Add Allocation” and enter the following information
  - [Bank Routing Number](#) (contact Payroll Services at 360-650-2991 if not accepted)
  - [Account Number](#) (NOT your debit or credit card number)
  - Select Account Type: **Checking** or **Saving**
  - Enter a set amount or a percent (must be **100 Percent** if you will only use 1 bank account)
  - Check **Payroll Deposit** and **Accounts Payable Deposit** if you wish to use the same account for both (note: your Accounts Payable account is used for reimbursements such as travel expenses)


\* - indicates a required field.

**Add Allocation:**

Bank Routing Number: *	<input type="text" value="325070760"/>	<input type="text" value="JPMorgan Chase Bank"/>
Account Number: *	<input type="text" value="123456789"/>	
Account Type:	<input type="text" value="Checking"/>	
Amount or Percent:	<input type="text" value="100"/>	<input type="text" value="Percent"/>
Payroll Deposit:	<input checked="" type="checkbox"/>	
Accounts Payable Deposit:	<input checked="" type="checkbox"/>	

9. Click “Save”

10. If it was successful, a green check mark will appear at the top

 The new allocation has been saved successfully.

11. If not, read the error message and fix as necessary

## Add Another Bank for Direct Deposit

If you add a 2<sup>nd</sup> bank, your first bank must be set up with either a set amount or a percentage less than 100 (see [Change Bank](#) instructions below to change 1<sup>st</sup> bank). You will need your bank routing number and account number. This information is usually found along the [bottom of your personal check or deposit slip](#). You can also contact your bank for this information.

1. Login to [Web4U](#) and go to the **Employee** tab
2. Select **"Pay Information"**
3. Select **"Direct Deposit Enrollment"**
4. Click on **"Update Direct Deposit Allocation"**
5. Go down to **"Add Allocation"** and enter the following information
  - [Bank Routing Number](#) (contact Payroll Services at 360-650-2991 if not accepted)
  - [Account Number](#) (NOT your debit or credit card number)
  - Select Account Type: **Checking** or **Saving**
  - Put a checkbox in **Remaining Amount** to have the remainder of your paycheck deposited to your 2<sup>nd</sup> bank account after the requested amount is deposited into your 1<sup>st</sup> bank account
  - Put a checkbox in **Payroll Deposit**
  - If your first bank is already listed under **Accounts Payable Deposit**, do not check this box; you can only have one bank under Account Payable Deposit


\* - indicates a required field.

**Add Allocation:**

Bank Routing Number: *	<input type="text" value="325070760"/>	<input type="text" value="JPMorgan Chase Bank"/>
Account Number: *	<input type="text" value="123456789"/>	
Account Type:	<input type="text" value="Saving"/>	
Remaining Amount:	<input checked="" type="checkbox"/>	
Amount or Percent:	<input type="text"/>	<input type="text" value="Percent"/>
Payroll Deposit:	<input checked="" type="checkbox"/>	
Accounts Payable Deposit:	<input type="checkbox"/>	

6. Click "Save"
7. If it was successful, a green check mark will appear at the top

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 The new allocation has been saved successfully.

8. If not, read the error message and fix as necessary

## Remove Bank or Payroll Card Allocation


To change/remove your accounts on Web4U, you will first need to inactivate your original account information (payroll card or otherwise) and then add a new bank. Login to [Web4U](#) and go to the **Employee** tab.

1. Select **"Pay Information"**
2. Select **"Direct Deposit Enrollment"**
3. Select **"Update Direct Deposit Allocation"** (If you do not see this link at the bottom of your screen, it is because payroll is processing. Please try again in 4-5 business days)
4. Click on the **Bank Name** that you want to **Inactivate**
5. Check the **"Inactivate"** box

<b>Bank Name:</b>	JPMorgan Chase Bank
<b>Bank Routing Number:</b>	325070760
<b>Account Number:</b>	123456789
<b>Inactivate:</b>	<input checked="" type="checkbox"/> 
<b>Account Type:</b>	Saving <input type="button" value="v"/>
<b>Remaining Amount:</b>	<input checked="" type="checkbox"/>
<b>Amount or Percent:</b>	<input type="text"/> <input type="button" value="Percent"/> <input type="button" value="v"/>
<b>Payroll Deposit:</b>	<input checked="" type="checkbox"/>
<b>Accounts Payable Deposit:</b>	<input type="checkbox"/>
<input type="button" value="Save"/>	

6. Click "Save"
7. If it was successful, a green check mark will appear at the top

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 The new allocation has been saved successfully.

8. If not, read the error message and fix as necessary
9. Follow instructions above to add the new bank information

## Change Amount or Percent

1. Login to [Web4U](#) and go to the **Employee** tab
2. Select **"Pay Information"**
3. Select **"Direct Deposit Enrollment"**
4. Select **"Update Direct Deposit Allocation"**
5. Click on the **Bank Name** that you want to change the Amount or Percent on
6. Change the Amount or Percent

<b>Bank Name:</b>	JPMorgan Chase Bank		
<b>Bank Routing Number:</b>	325070760		
<b>Account Number:</b>	123456789		
<b>Inactivate:</b>	<input type="checkbox"/>		
<b>Account Type:</b>	Checking ▾		
<b>Remaining Amount:</b>	<input type="checkbox"/>		
<b>Amount or Percent:</b>	<input type="text" value="100"/>	Percent ▾	
<b>Payroll Deposit:</b>	<input checked="" type="checkbox"/>		
<b>Accounts Payable Deposit:</b>	<input checked="" type="checkbox"/>		
<div>Save</div>			

7. Click "Save"
8. If it was successful, a green check mark will appear at the top

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✓ The new allocation has been saved successfully.

9. If not, read the error message and fix as necessary
10. Follow instructions above to add the new bank information