Adding/Editing Payment Methods

This guide will cover:

- Adding additional payment methods for payroll.
- Editing existing payment methods for payroll.
- Payment methods are the options through which your paycheck is provided (i.e.: direct deposit).

This guide details the steps for completing this process using **Employee WyoCloud access.**

This guide covers payment methods for payroll/paychecks. Changes in this area do not impact payment for expense reports. To adjust expense report payments, see the [Expenses Direct Deposit Quick Reference Guide](#).

### Step One

Navigate to the Pay section of WyoCloud HCM from WyoWeb.

- Upon signing in, the homepage will display. Click on the **Navigator** button (three horizontal lines) in the upper left-hand corner.

- Select **Pay** under the My Profile header within the Navigator.
- The Pay page will appear.

- Select **Payment Methods**.
Step Two
Add an additional payment method.
  - To add an additional payment method click Add.

Direct deposit is UW’s preferred method for payment, the following steps cover adding this payment method.
  - Enter a name for the payment method. This name should be something that allows you to easily identify which account is being used without seeing the account number (ie: bank name or primary account x bank).
- Select **Direct Deposit** from the Payment Type dropdown.

- Indicate the percentage or dollar amount you’d like to go into this account.
- Add the account’s Account Number, Type (checking, savings, money market) and routing number.

This information is generally found at the bottom of a check or deposit slip for the account (see image below). However, some financial institutions use a different number at the bottom of deposit slips (i.e.: Wells Fargo, US Bank and Bank of the West). Contact your financial institution if you are unsure you have the correct routing number.
- Click **Save**.

You will be returned to the *My Payment Methods* screen where you can see a summary of all payment methods, including the newly added one.
- By default the remaining portion of your paycheck will go to any existing payment methods.
To add a check as a payment method, again click Add from the My Payment Methods page.

- Add a name for this Payment Method.
- Select Check from the Payment Type dropdown. The additional fields will adjust for a check payment.
- Adjust the percentage or dollar amount you’d like paid via check.
- Click Save.

Step Three
Make edits to existing payment methods.

- To make any edits to existing payment methods, click the pencil icon to the right of the payment method.
- Click Save after editing any information.

You have completed the steps to Adding/Editing Payment Methods.