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.
- Click on My Profile to expand, then click on Pay.
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.