

Good afternoon, Mirza Baig!

Me My Client Groups Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Additional Assignment Info

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert

Pay - Edit Direct Deposit

DePaul Self Help



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1/6 Click 'Me'

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2/6 Click 'Pay'

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Payroll



Mirza Baig (M)

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3/6 Click 'Payment Method'

Document Delivery Preferences

Set up preferences for delivering documents.

Payslips

View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.

Payment Methods

Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.

Year-End Documents

View, print, download and search year-end documents for current or prior tax years.


Tax Withholding

Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.



< NS Payment Methods
Nonexempt Staff

4/6 x
Click 'Edit Icon' on the right hand side

My Payment Methods		+ Add
Testing	100 %	
Check		

5/6
Make necessary edits
Click 'Next' when complete

My Payment Methods

<p>*What do you want to call this payment method?</p> <input type="text" value="Testing"/>	<p>Payment Type Check</p>	<p>Delete Save Cancel</p>
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My Payment Methods

*What do you want to call this payment method?

Testing

Payment Type
Check

Delete Save Cancel

6/6 x
Click 'Save'

My Payment Methods

<p>*What do you want to call this payment method?</p> <input type="text" value="Testing"/>	<p>Payment Type Check</p>	<p>Delete Save Cancel</p>
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Congratulations, you have successfully edited a direct deposit source.

For any inquires contact Payroll@depaul.edu

To view this walkthrough again, click '**Self Help**' and Search '**Edit Direct Deposit**'

BlueSky Help