

Employee Self-Service Update Direct Deposit Instructions

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

1. Login to [Web4U](https://www.wvu.edu/web4u/) <https://www.wvu.edu/web4u/> and go to the **Employee** tab
2. Click **“Pay Information”**
3. Select **“Direct Deposit Enrollment”**
4. Click on **“Update Direct Deposit Allocation”** **If this step is not available, payroll is being processed. Check back daily until this step is visible.*
5. Click on your Bank Name
6. Confirm **both Payroll Deposit and Accounts Payable Deposit boxes are checked:**

Update Bank Account

IMPORTANT: CLICK HERE for instructions. You can update a bank account or stop a direct deposit here.

Bank Name:	US Bank of Washington	
Bank Routing Number:	[REDACTED]	
Account Number:	[REDACTED]	
Inactivate:	<input type="checkbox"/>	
Account Type:	Checking ▾	
Remaining Amount:	<input type="checkbox"/>	
Amount or Percent:	<input type="text" value="100"/>	Percent ▾
Payroll Deposit:	<input checked="" type="checkbox"/>	
Accounts Payable Deposit:	<input checked="" type="checkbox"/>	

Save

[Update Direct Deposit Allocation](#)

RELEASE: 8.16

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7. Click **“Save”**

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