

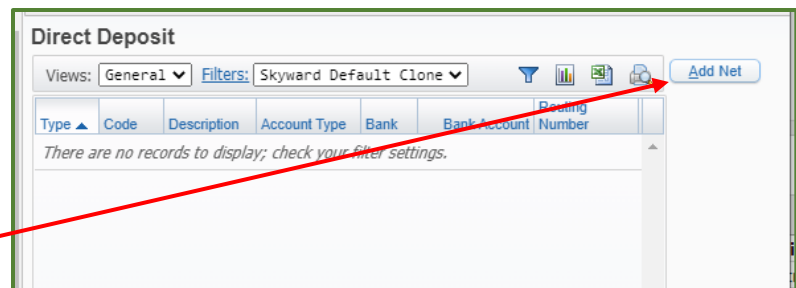
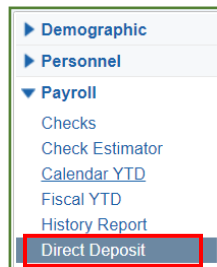


## Direct Deposit – Employee Access

Direct Deposit is required by Jordan School District

Log in to Skyward – Employee Access

Contact the Help Desk at 801/567-8737 for your login and password



**Add Direct Deposit**

Primary Bank Account (Net Pay)

When adding/updating direct deposit information use the 'Select My Bank' option to select from the Bank list in Skyward. If your Bank is not already set up in Skyward use the 'Request New Bank' option and complete the required fields.

Select My Bank  Request New Bank

\* Routing Number:

\* Bank Name:

Branch City:

\* Bank Account:

\* Account Type:  Checking  Savings

Approval Attachment:  No file chosen

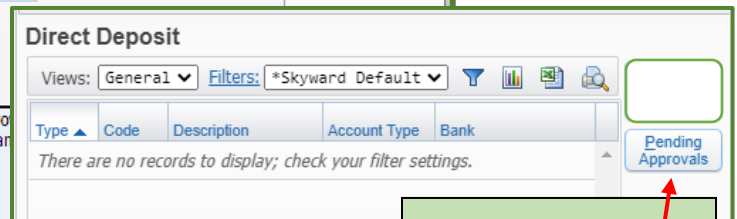
\*\*\* ALERT \*\*\* Must use the complete routing number and account number either provided by your bank/credit union, or located at the bottom of your check (not deposit slip). Example:

YOUR NAME 1234 Main Street Anywhere, OH DATE 123

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_ DOLLARS

044072324 000123456789 123

I acknowledge I have read and agree to the terms and conditions above.



Once you hit SAVE, your Direct Deposit request will be in PENDING APPROVALS

Questions regarding "Direct Deposit" should be directed to Payroll – 801/567-8154