Direct Deposit – Employee Access
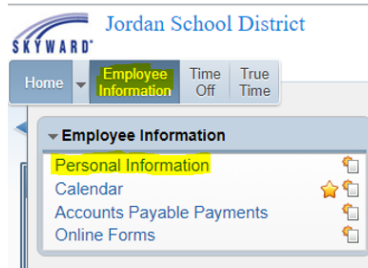
Direct Deposit is required by Jordan School District

Log in to Skyward – Employee Access: Scan here or visit https://skyfin.jordan.k12.ut.us
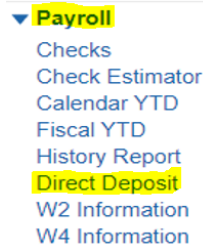
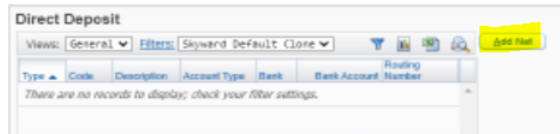Contact the Help Desk at 801-567-8737 for your login and password if needed.

1. Select Employee Information, then Personal Information.

2. On the left, Select Payroll then Direct Deposit.

3. On the far right of the screen, select Add Net. Add your bank information on the next screen.

Make sure you get the correct routing and account numbers from your bank before proceeding with this step. If the routing and/or account numbers are incorrect, your wages will be returned to Payroll from your bank and there may be a delay in receiving your paycheck.
Printed paychecks will be held in the Payroll Department for pickup.

4. Click acknowledge & Save. The request is then sent to Payroll for approval.

Payroll 801-567-8154
email: payroll@jordandistrict.org