

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.

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Direct Deposit	1	ō.	?
Primary Bank Account (Net Pay)		<u>S</u> ave	
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.		Back	
Select My Bank Request New Bank Routing Number:			
■ Bank Name: Branch City:			
* Bank Account:			
Approval Attachment: Choose File No file chosen ?			
ALERT Make sure you get the correct routing and accounting numbers from your bank/financial institution. 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. I hereby authorize Jordan School District to initiate credit entries and any necessary debit entries or adjustments for any credit entries in error to my account indicated above and the depository named above to credit and debit the same entries. This authorization is to remain in full force and effect until Jordan School District has received notification from the terminating any direct deposit accounts, at such time and in such manner as to afford clacknowledge I have read and agree to the terms and conditions above.			