



How to Add Direct Deposit - Employee Access

Direct deposit is required by Jordan School District

Log in to your Skyward Employee Access at skyfin.jordan.k12.ut.us

Contact the Help Desk at 801-567-8737 for login assistance

The screenshot shows the Skyward Employee Access interface. On the left is a navigation menu with 'Employee Information' at the top, followed by 'Personal Info', 'Demographic', 'Personnel', 'Payroll', and 'W2 Information'. The 'Payroll' section is expanded, and 'Direct Deposit' is highlighted. On the right, a 'Direct Deposit' window is open, showing a table with columns for Type, Code, Description, Account Type, Bank, Bank Account, and Routing Number. The table is empty, and the 'Add Net' button is highlighted in the top right corner. A red arrow points from the 'Direct Deposit' menu item to the 'Add Net' button.

The screenshot shows the 'Add Direct Deposit' form. The 'Primary Bank Account (Net Pay)' section is active. The 'Select My Bank' radio button is selected. The 'Bank Name' dropdown menu is highlighted. The 'Bank Account' and 'Account Type' (Checking) fields are also highlighted. A 'Save' button is highlighted in the top right corner. Below the form is a preview of a check with fields for YOUR NAME, DATE, PAY TO THE ORDER OF, and routing/account numbers. A checkbox for 'I acknowledge I have read and agree to the terms and conditions above.' is highlighted. An inset window titled 'Direct Deposit' shows a table with columns for Type, Code, Description, Account Type, and Bank. The table is empty, and a 'Pending Approvals' button is highlighted in the bottom right corner. A green callout box with an arrow pointing to the 'Pending Approvals' button contains the text: 'Once you hit SAVE, your Direct Deposit request will be in PENDING APPROVALS'.

Questions regarding direct deposit should be directed to payroll@jordandistrict.org or 801-567-8154