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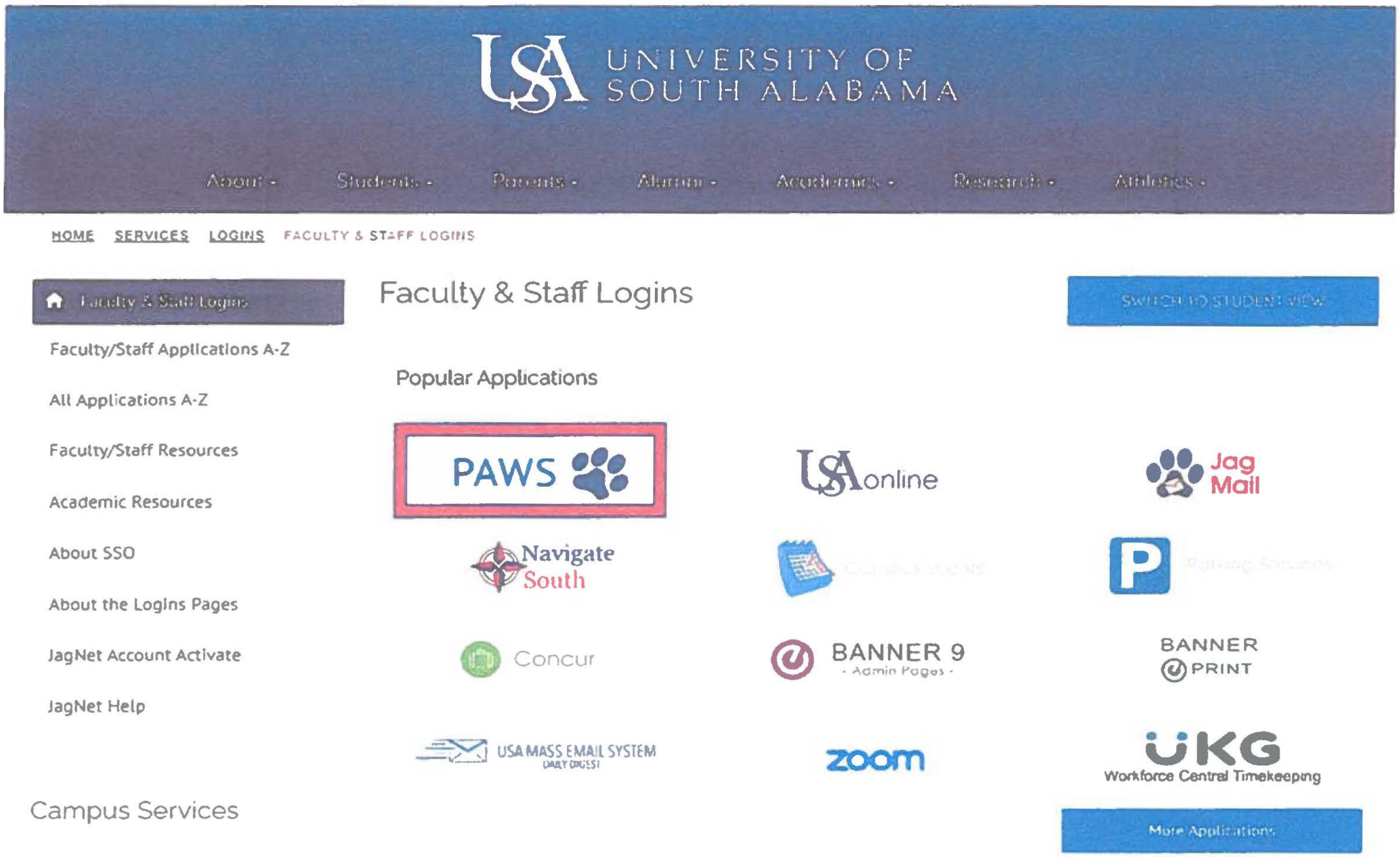


Complete assigned J# and associated password

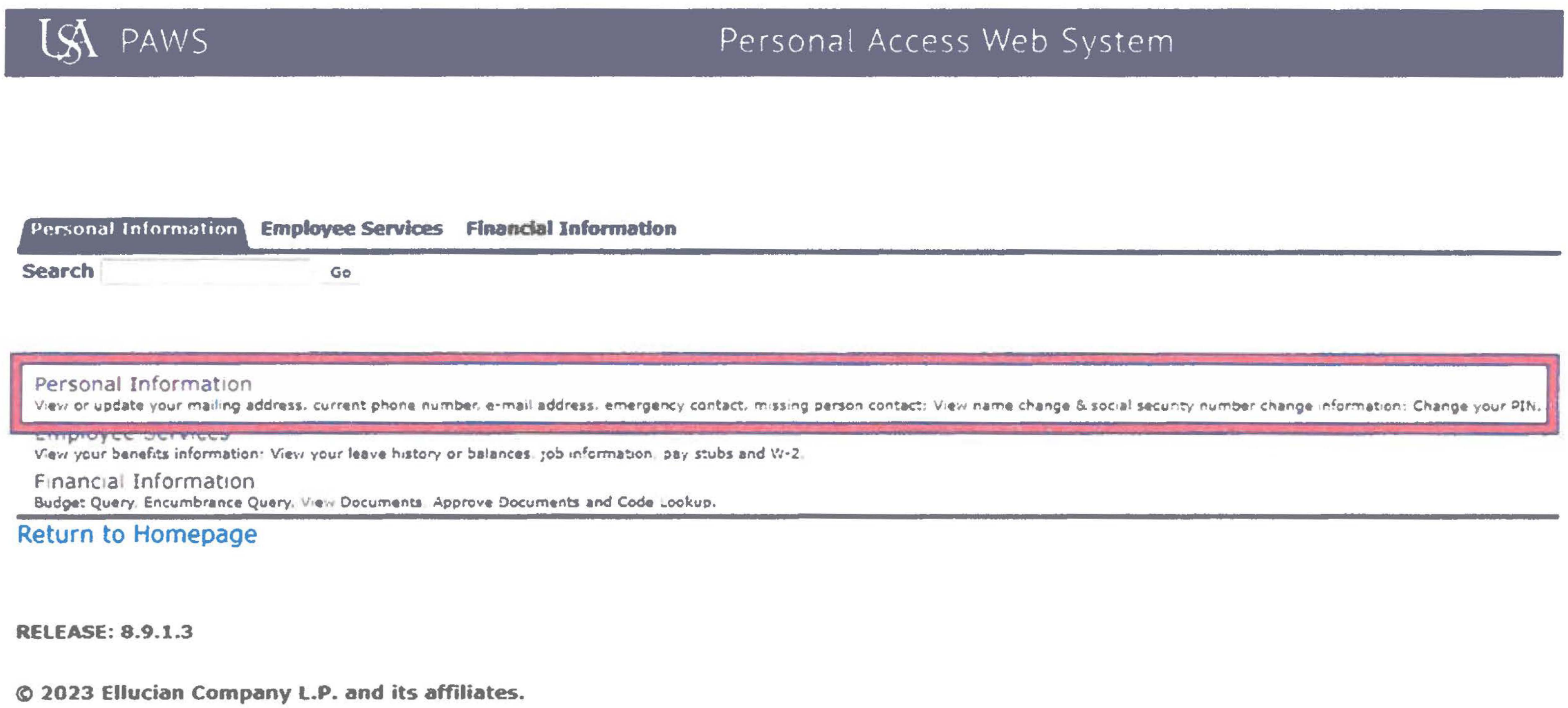
Sign in with your JAG Number and JagNet Password

JAG Number

Sign In

- Your Password is the same JagNet Password that you use for JagMail. If you are having issues signing in and have a JagNet recovery method set, click HERE. For additional assistance with your JagNet account or password, please see JagNet
- Health System users please see JagNet for Health System Employees
- Please do NOT bookmark this page. Only bookmark the Student or Faculty/Staff Logins page
- When you are finished using SSO, always Exit and close your browser to protect your privacy

Under the Personal Information tab, select Personal Information



PAWS Personal Access Web System

Personal Information | Employee Services | Financial Information

Search [ ] Go

Personal Information

Personal Information
View, edit, and update your general information records and your preferred name.

View/Update USA Alert Contact

View/Update Missing Persons Contact

RELEASE: 8.9.1.3

My Profile

Hello [redacted]
View edit and update your general information records

Personal Information

View and update your biographical and demographic information

Direct Deposit

Create view and update your direct deposit allocation(s)

From here, update the proposed pay distribution with banking selections for future direct deposit of payroll

Gina | Elkins

My Profile   Direct Deposit Allocation

Pay Distribution as of 03/01/2023

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution

You will see the detail associated with your most recent payroll displayed in this area

Total Net Pay

Proposed Pay Distribution

+ Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
Here you can edit future payroll activity			Checking	Remaining	1	$	Active

Total Net Pay

i The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts

i Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit.

Accounts Payable Deposit

Add payroll direct deposit allocations for the employee on the desktop

Employees can add payroll direct deposit allocations by clicking the **Add New** button on the Proposed Pay Distribution section. Clicking the **Add New** button opens the Add Payroll Allocation window. The payroll Amount is designated as Remaining, Specific, or Percentage.

The Add Payroll Allocation window contains options for performing the tasks below for employees.

Field	Description
Bank Routing Number	Enter a valid Bank Routing number for your institution. Valid bank routing numbers for the United States can contain up to 9 characters. Valid bank routing numbers for non-US banks can contain up to 11 characters. Bank Routing numbers must exist in Bank Routing Number Validation (GXVDIRD) otherwise the employee will receive an `invalid value` error message when they attempt to add a payroll allocation.
Sample Check icon 'i'	Select this icon to view an image of a sample check that displays the locations of the bank routing number and account number on a check
Account Number	Enter a valid bank Account Number. Valid bank account numbers for the United States can contain up to 17 characters. Valid bank account numbers for non-US banks can contain up to 34 characters.
Account Type drop-down list	Use this drop-down list to select either checking or savings for the Payroll direct deposit allocation.
Amount	Radio button group • Use Remaining Amount – Select this option button to deposit the amount of money remaining after the prior allocations are deposited into the designated accounts. **Note:** If the **Use Remaining Amount** option button is selected, the **Priority** field will be disabled and not available for selection. Remaining Amount can also be selected to deposit the entire allocation into one designated account. • Use Specific Amount – Select this option button to deposit a specific amount of money into the designated account. Enter this amount in the 'Enter Amount' input field. Valid values are 0.01 to 99999999.99. • Use Percentage – Select this option button to deposit a percentage amount of money into the designated account. Enter this amount in the **Enter Percentage %** input field.
Priority list field	Use this drop-down list to select a priority for the direct deposit allocation. Select the down arrow from this list to display the priority numbers available for selection.

Field	Description
	Note: The next priority available for selection will display in this list by default and another value may be selected from the list if desired. If Use Remaining Amount option button is selected, the Priority field will be disabled and not available for selection.
Disclaimer check box	Use this check box to acknowledge the customized disclaimer message that the institution has created to receive authorization to initiate direct credits or debits on behalf of the user.
Cancel Changes	Use this button to cancel any pending changes that may exist on the landing page. **Note:** This button is not enabled until there are pending changes on the landing page.
Save New Deposit	Use this button to save any pending changes that may exist on the landing page. **Note:** This button is not enabled until the disclaimer check box is checked.

Add payroll bank account information - remaining amount

Employees can add payroll bank account information "remaining amount" using the desktop view.

Procedure

1. On the Proposed Pay Distribution section, click **Add New**.
2. On the **Add Payroll Allocation** window, enter the Bank Routing Number.
3. In the **Account Number** field, enter the account number.
4. From the **Account Type** list, select the account type.
5. Click **Use Remaining Amount.**
   This option is selected by default.
6. Check the **disclaimer text box** to acknowledge you read the disclaimer.
7. Click **Save New Deposit**.

   The `Saved Successfully` message appears.

   If the institution has configured the Email Notification functionality in administrative Banner, employees receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

Add payroll bank account information - use specific amount

Employees can add payroll bank account amount information using the desktop view.

Procedure

1. On the Proposed Pay Distribution section, click **Add New**.
2. On the **Add Payroll Allocation** window, enter the Bank Routing Number.
3. In the **Account Number** field, enter the account number.
4. From the **Account Type** list, select the account type.
5. Click **Use Specific Amount**.
6. In the **Enter Amount** field, enter the amount.

   Valid values are 0.01 to 99999999.99. For example, enter $200.00 as 200 and $99.50 as 99.50.
7. Check the **disclaimer text box** to acknowledge you read the disclaimer.
8. Click **Save New Deposit**.

   The `Saved Successfully` message appears.

   If the institution has configured the Email Notification functionality in administrative Banner, employees receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.

Add payroll bank account information - use percentage

Employees can add payroll bank account "use percentage" information using the desktop view.

Procedure

1. On the Proposed Pay Distribution section, click **Add New**.
2. On the **Add Payroll Allocation** window, enter the Bank Routing Number.
3. In the **Account Number** field, enter the account number.
4. From the **Account Type** list, select the account type.
5. Click **Use Percentage**.
6. In the **Enter Percentage** field, enter the percentage amount.

   Valid values are 0.01 to 99999999.99. For example, enter $200.00 as 200 and $99.50 as 99.50.
7. Check the **disclaimer text box** to acknowledge you read the disclaimer.
8. Click**Save New Deposit**.

   The `Saved Successfully` message appears.

   If the institution has configured the Email Notification functionality in administrative Banner, employees receive an email sent to their preferred email address informing them that there have been changes to their direct deposit information.