



Direct Deposit Allocation

How to Set Up Employee Direct Deposit



Contents

1. How to Access Employee Direct Deposit Self-Service.....page 3
2. How to Set Up Employee Direct Deposit If No Current
Bank Account Is On File.....page 6
3. How to Add an Additional Bank Account for Direct
Deposit.....page 9
4. How to Remove a Bank Account for Direct Deposit.....page 11
5. Contact Us.....page 12



How to Access Employee Direct Deposit Self-Service

1. Log in to your TopNet account. Click on the Employee Services option under the Main Menu or the tab at the top of the page.

A screenshot of the WKU TopNet website. At the top is a red banner with the WKU logo and "TopNet" text. Below the banner is a search bar with a "Go" button. A horizontal navigation bar contains five tabs: "Student Services", "Financial Aid", "Employee Services" (which is circled in red), "Personal Information", and "Finance Self-Service". Below this is a "Main Menu" section. Under "Main Menu", there are several links: "Student Services", "Financial Aid", "Employee Services" (circled in red), "Financial Services", "Personal Information", "Faculty/Staff Purchasing Big Red Dollars", "Faculty/Staff Purchasing Dining Dollars", "Faculty/Staff Meal Plan Registration", "Topper Orientation Program (TOP) Students", and "Early Arrival Meal Plan Reservation and Payment". Each link has a brief description of the services it provides.

WKU TopNet

Search

[Student Services](#) [Financial Aid](#) [Employee Services](#) [Personal Information](#) [Finance Self-Service](#)

Main Menu

Student Services
Register for classes; Display your class schedule; View your holds; Display your grades & transcripts; Pay Tuition and Housing Assignment; Apply for Study Away; Textbook Reservation; Opt In to Graduate Assistant Health Insurance; Ap

Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, view loan applications, request req

Employee Services
View Benefits and Deductions, Pay Information, Tax Forms, Vacation and Medical Leave Balances

Financial Services
Review financial documents

Personal Information
View or update your address(es), phone number(s), and e-mail address(es). View procedure for making a name chan

Faculty/Staff Purchasing Big Red Dollars
For Faculty/Staff to purchase Big Red Dollars with a Credit Card.

Faculty/Staff Purchasing Dining Dollars
For Faculty/Staff to purchase Dining Dollars with a Credit Card.

Faculty/Staff Meal Plan Registration
For Faculty/Staff to purchase a Meal Plan and pay by credit card.

Topper Orientation Program (TOP) Students

Early Arrival Meal Plan Reservation and Payment
To reserve and pay for an Early Arrival Meal Plan.



2. Next, click the Pay Information option.

This screenshot shows the "Employee Services" page on the WKU TopNet portal. The page has a red header with the WKU logo and "TopNet" text. Below the header is a search bar and a navigation menu with links for Student Services, Financial Aid, Employee Services (which is highlighted), Personal Information, and Finance Self-Service. The main content area lists various services: Electronic Personnel Action Forms, Time Sheet, Leave Report, Benefits and Deductions, Payroll Contributions, Pay Information (circled in red), Tax Forms, Leave Balances, Grants, Employee Tuition Waiver, Student Employment, and Faculty Load and Compensation. Each service has a brief description below it.

3. Next, click the Direct Deposit Allocation option.

This screenshot shows the "Pay Information" page on the WKU TopNet portal. The page has a red header with the WKU logo and "TopNet" text. Below the header is a search bar and a navigation menu with links for Student Services, Financial Aid, Employee Services (which is highlighted), Personal Information, and Finance Self-Service. The main content area lists various options: Direct Deposit Allocation (circled in red), Earnings History, Pay Stub, Deductions History, and Administrative Pay Stub Summary.



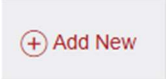
4. There are three sections on the Direct Deposit Allocation page: Pay Distribution as of xx/xx/20xx, Proposed Pay Distribution, and Accounts Payable Deposit.
 - a. Pay Distribution as of xx/xx/20xx – This shows the net pay of your last paycheck and the bank account(s) it was deposited to. If more than one bank account is on file, you will see the amount deposited into each bank account.
 - b. Proposed Pay Distribution – This shows the information of the bank account(s) currently on file used to deposit employee paychecks.
 - c. Accounts Payable Deposit – This shows the information of the bank account(s) currently on file used to deposit employee travel vouchers and reimbursements.

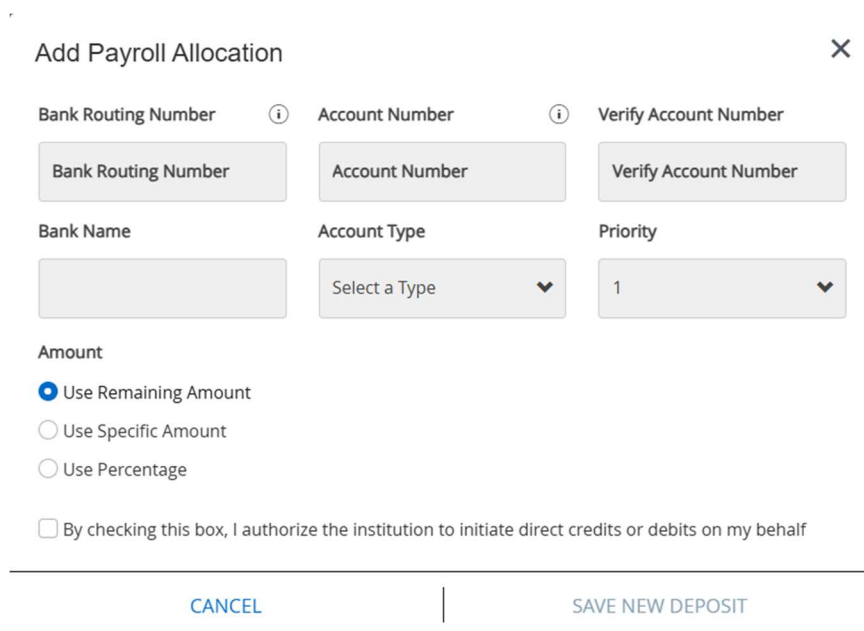
*It is important that a bank account is listed for **BOTH** Proposed Pay Distribution **AND** Accounts Payable Deposit, to avoid receiving a paper check via USPS mail.*



How to Set Up Employee Direct Deposit If No Current Bank Account Is On File

1. If a current bank account is not listed in the Proposed Pay Distribution

section of the Direct Deposit Allocation page, click  in the right-hand corner of the section. A box will appear labeled “Add Payroll Allocation”.

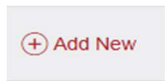
A screenshot of the "Add Payroll Allocation" form. The form has a title bar with "Add Payroll Allocation" and a close button (X). It contains several input fields: "Bank Routing Number", "Account Number", "Verify Account Number", "Bank Name", "Account Type" (a dropdown menu), and "Priority" (a dropdown menu). Below these fields are three radio button options for "Amount": "Use Remaining Amount" (selected), "Use Specific Amount", and "Use Percentage". At the bottom, there is a checkbox for authorization: "By checking this box, I authorize the institution to initiate direct credits or debits on my behalf". At the very bottom, there are two buttons: "CANCEL" and "SAVE NEW DEPOSIT".

2. Enter the bank routing number provided to you by your banking institution. Once entered, your bank name should appear in the “Bank Name” field. Verify that your bank name is correct and proceed to the next step.
3. Enter the account number provided to you by your banking institution. You will need to enter the bank account number a second time in the “Verify Account Number” field. This is to prevent any errors in entering the wrong account number. If a different account number is entered, a



message will display in red indicating “Bank account number and verify account number must match”. Please re-enter the account number in both fields until both fields contain the correct account number.

4. Select the type of bank account you are using.
5. Select a “Priority”. If you will only be using one bank account to deposit all your paycheck, you will need to enter “1” as the Priority.
6. Select a bubble next to the amount you’d like to deposit into the bank account you are entering. If you will only be using one bank account to deposit all your paycheck, you will choose “Use Remaining Amount”.
7. Check the box next to the statement “By checking this box, I authorize the institution to initiate direct credits or debits on my behalf”. This means you are allowing Western Kentucky University the authority to direct deposit your paycheck.
8. Click “Save New Deposit”. A notification will appear in the top right-hand corner of the screen to let you know that your bank account information was saved.
9. ***It is important that a bank account is listed for BOTH Proposed Pay Distribution AND Accounts Payable Deposit, to avoid receiving a paper check via USPS mail.***
10. Proceed to the next section labeled “Accounts Payable Deposit”. Click

 in the right-hand corner of the section. A box will appear labeled “Add Accounts Payable Deposit”.

Add Accounts Payable Deposit

×

Choose an option:

☐ Create from existing account information

☐ Create new

CANCEL

SAVE NEW DEPOSIT



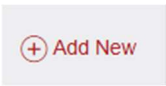
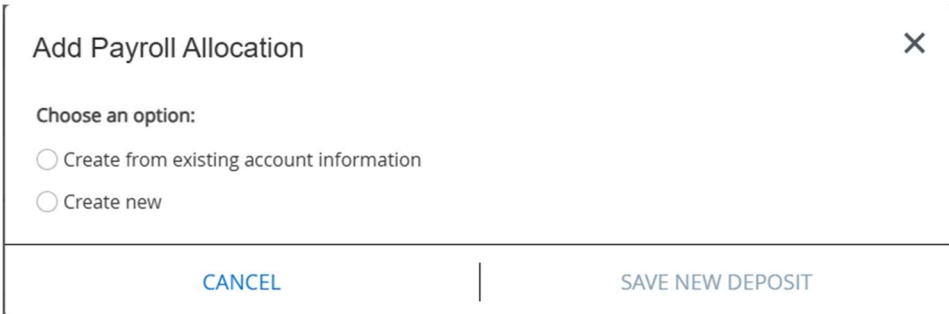
11. To use the same bank account you entered for your employee paycheck, select “Create from existing account information”. A drop-down menu will appear. Select the bank account you just entered.
12. Check the box next to the statement “By checking this box, I authorize the institution to initiate direct credits or debits on my behalf”. This means you are allowing Western Kentucky University the authority to direct deposit any Accounts Payable items including travel vouchers, reimbursements, etc.
13. Click “Save New Deposit”. A notification will appear in the top right-hand corner of the screen to let you know that your bank account information was saved.
14. To complete all selections and exit the program, click “Save Changes” at the bottom of the screen.

A rectangular button with a dark red background and white text that reads "Save Changes".

Save Changes



How to Add an Additional Bank Account for Direct Deposit

1. Click  in the right-hand corner of the Proposed Pay Distribution section of the Direct Deposit Allocation screen.
2. A box will appear labeled “Add Payroll Allocation”.A screenshot of a modal dialog box titled "Add Payroll Allocation" with a close button (X) in the top right corner. Below the title, it says "Choose an option:" followed by two radio button options: "Create from existing account information" and "Create new". At the bottom, there are two buttons: "CANCEL" on the left and "SAVE NEW DEPOSIT" on the right.
 3. Select “Create new”. Enter your bank routing number, account number, and select the account type (refer to page 6, if needed).
 4. You will need to choose an amount before selecting the Priority. To choose a specific dollar amount, click the bubble next to “Use Specific Amount” and enter the dollar amount in the box labeled “Enter Amount”. To choose a percentage of your paycheck to be direct deposited into the new account, click the bubble next to “Use Percentage” and enter the percentage in the box labeled “Enter Percentage”.
 5. After selecting the amount, click on the drop down menu under Priority. **It is important to change the priority to “1”.** This will allow the dollar amount or percentage you chose to be direct deposited into the new bank account. The bank account already on file, will automatically switch to Priority 2 and the remaining amount of your paycheck will be direct deposited into that account.
 6. Check the box next to the statement “By checking this box, I authorize the institution to initiate direct credits or debits on my



- behalf". This means you are allowing Western Kentucky University the authority to direct deposit your paycheck into the bank account provided.
7. Click "Save New Deposit". A notification will appear in the top right-hand corner of the screen to let you know that your bank account information was saved.
 8. To complete all selections and exit the program, click "Save Changes" at the bottom of the screen.

A red rectangular button with the text "Save Changes" in white, sans-serif font. The button has a slight shadow and is positioned below the list of instructions.



How to Remove a Bank Account for Direct Deposit

1. To remove your current bank account for direct deposit, select the box next to the bank name under Proposed Pay Distribution and click “Delete” on the right-hand side of the Proposed Pay Distribution box. A notification will appear in the top right-hand corner of the screen asking “Are you sure you want to delete the selected Payroll deposits?”. To continue, click “Delete”. To cancel, click “Cancel”. A box will appear indicating “Account xxxxxxx is still active for Accounts Payable”. **You will still receive a direct deposit for Accounts Payable items unless the bank account is also deleted under the “Accounts Payable Deposit” section.**
2. To complete all selections and exit the program, click “Save Changes” at the bottom of the screen.

A rectangular button with a dark red background and white text that reads "Save Changes".

Save Changes

Important!

It is not recommended to remove a direct deposit bank account without entering a new bank account. **As of May 12th, 2025, Western Kentucky University no longer prints paper checks on campus.** All Payroll and Accounts Payable checks are printed off-site and mailed through USPS. Due to University closures, holiday schedules, mailing delays, etc. WKU cannot guarantee that paper checks printed for employees will arrive in their mailbox on the scheduled pay day. **The only way to guarantee an employee receives a paycheck on the scheduled pay day is to ensure a bank account is on file for direct deposit.**



Contact Us

For questions regarding Employee Direct Deposit Self-Service, please contact us via email or telephone.

Western Kentucky University
1906 College Heights Blvd.
Wetherby Administration Bldg., G-10
Bowling Green, KY 42101
(270) 745-2609
payroll.info@wku.edu

Updated May 2025