Direct Deposit Allocation

How to Set Up Employee Direct Deposit

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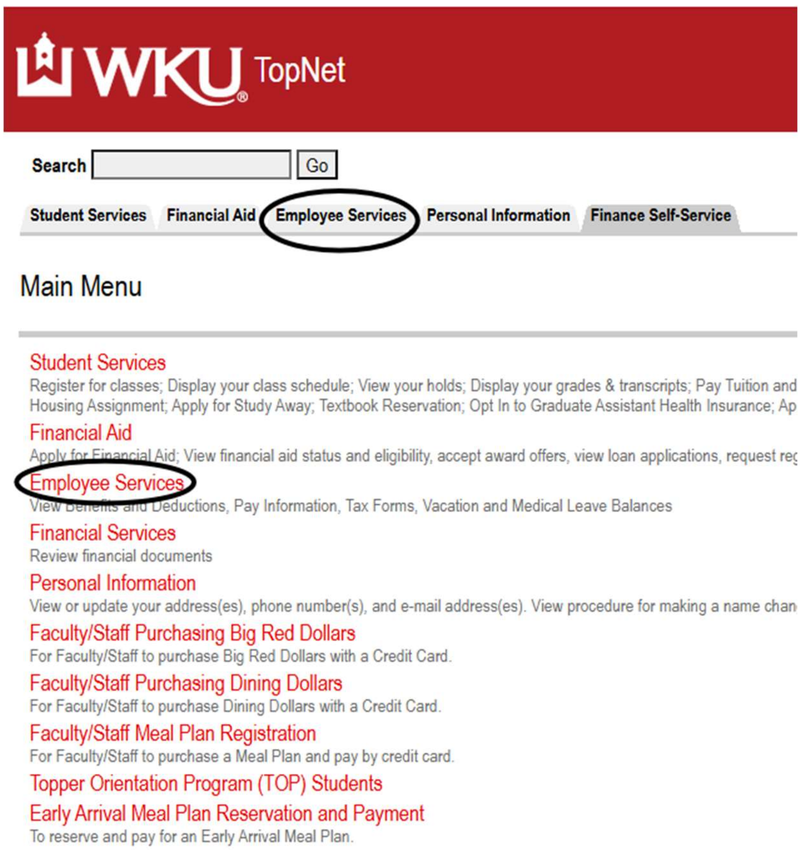
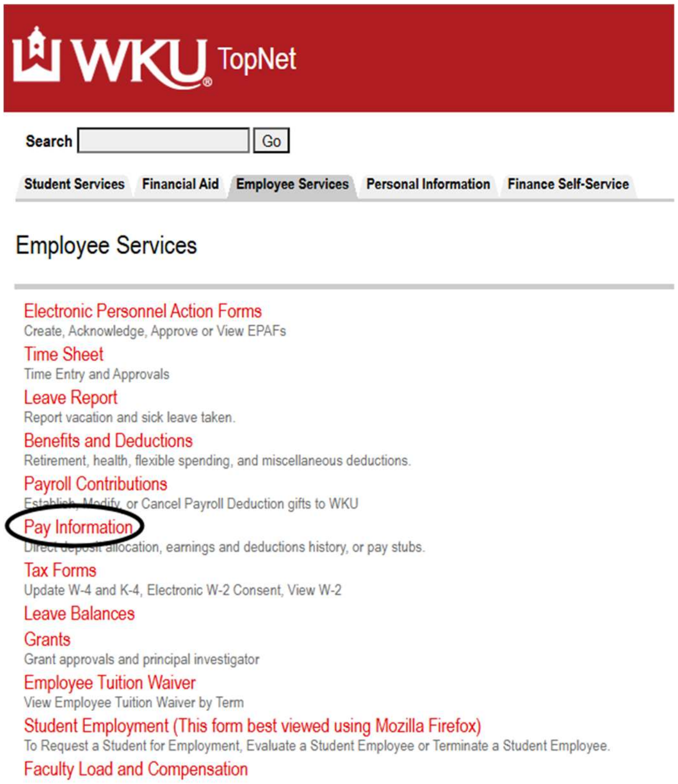
How to Access Employee Direct Deposit Self-Service

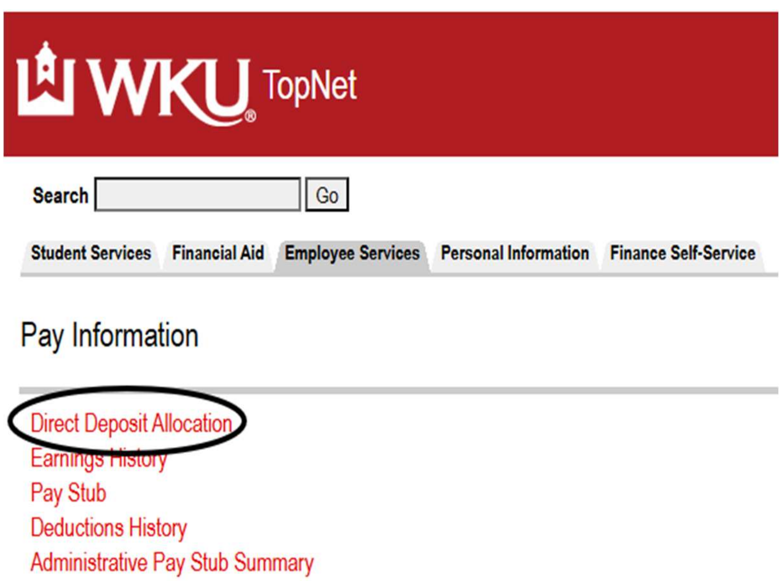
1. Log in to your TopNet account. Click on the Employee Services option under the Main Menu or the tab at the top of the page.



2. Next, click the Pay Information option.



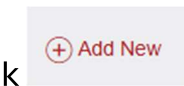
3. Next, click the Direct Deposit Allocation option.



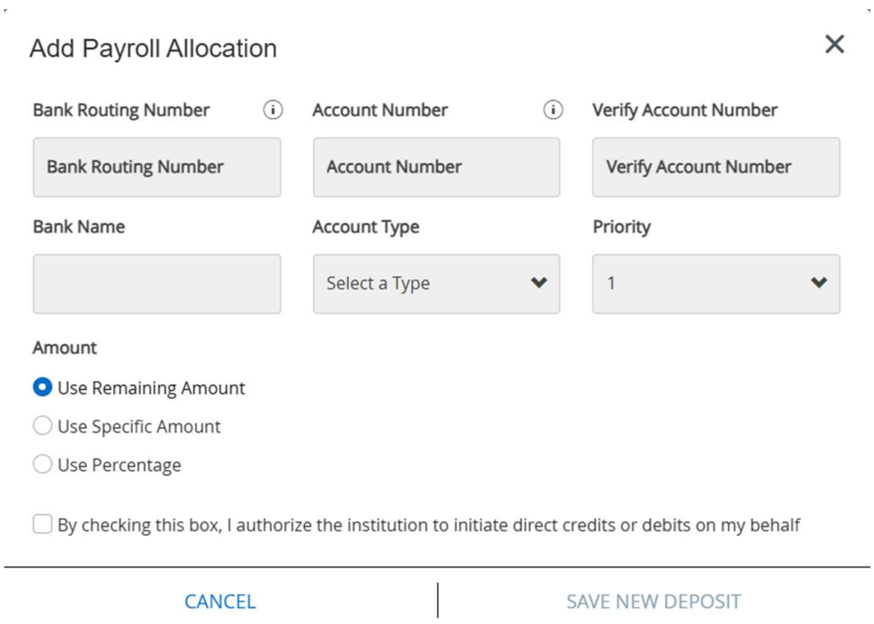
4. There are three sections on the Direct Deposit Allocation page: Pay Distribution as of xx/xx/20xx, Proposed Pay Distribution, and Accounts Payable Deposit.
    a. Pay Distribution as of xx/xx/20xx – This shows the net pay of your last paycheck and the bank account(s) it was deposited to. If more than 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 

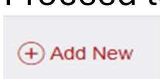
in the right-hand corner of the section. A box will appear labeled "Add Payroll Allocation".



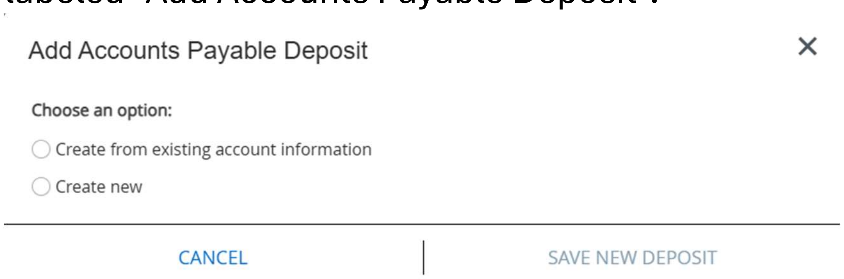
2. Enter the bank routing number provided to you by your banking institution. Once entered, your bank name should appear in the "Bank Name" field. Verify that your bank name is correct and proceed to the next step.
3. Enter the account number provided to you by your banking institution. You will need 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.

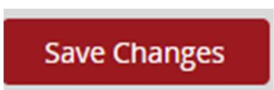
4. Select the type of bank account you are using.
5. Select a “Priority”. If you will only be using one bank account to deposit all your paycheck, you will need to enter “1” as the Priority.
6. Select a bubble next to the amount you’d like to deposit into the bank account you are entering. If you will 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 

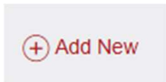
in the right-hand corner of the section. A box will appear labeled “Add Accounts Payable Deposit”.



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.



How to Add an Additional Bank Account for Direct Deposit

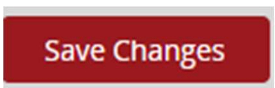
1. Click 

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”.

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

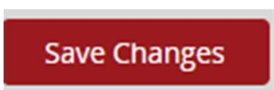
behalf". This means you are allowing Western Kentucky University the authority to direct deposit your paycheck into the bank account provided.

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.



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.



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.

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