

# Quick Reference Guide: Create a Direct Deposit

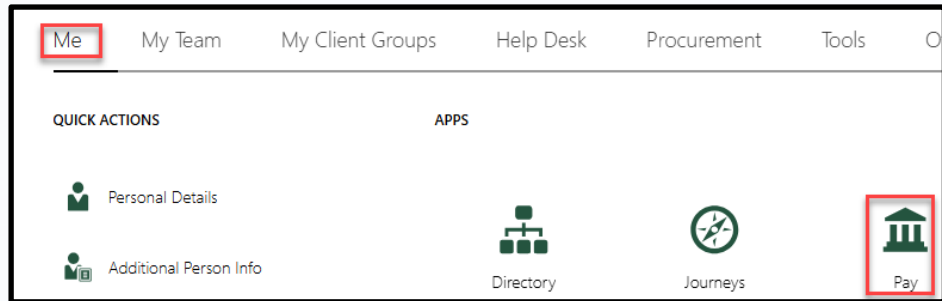


## Purpose:

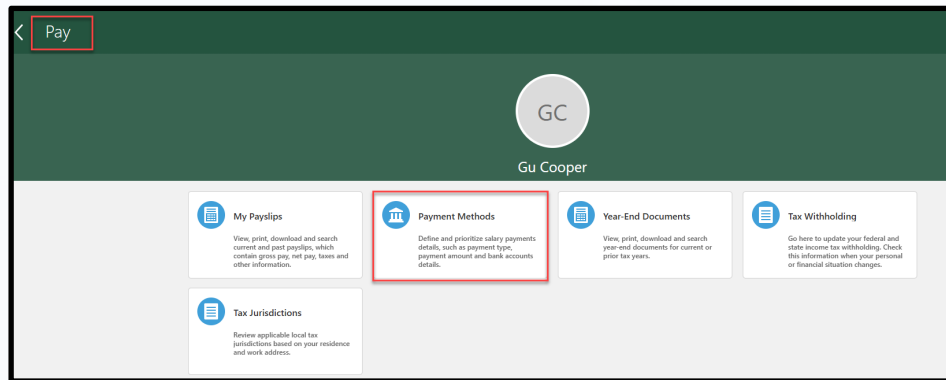
This quick reference guide will provide the steps to create a direct deposit in waveworks. When submitting a change or new direct deposit in the system, there is a prenote process. This prenotes process verifies information with the bank prior to depositing those designated funds. It may be a pay cycle before the bank verifies the bank information. Tulane University does allow up to four direct deposit accounts in waveworks.

## Step-by-Step:

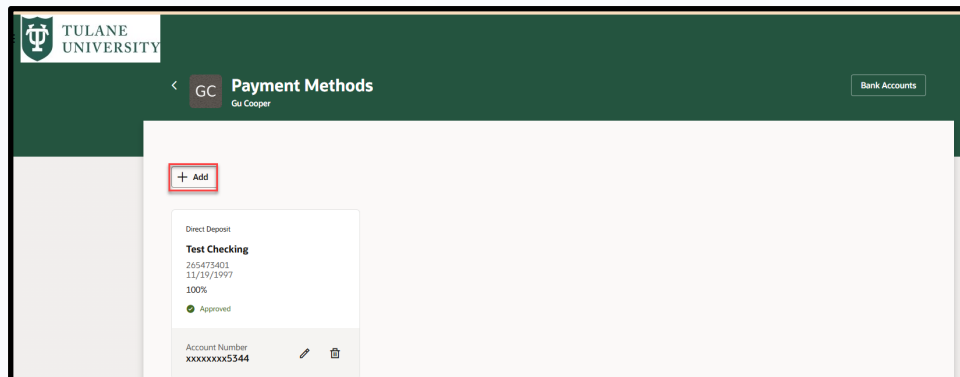
Navigate the **Me** tab and select the **Pay** icon.



The **Pay** section displays. Select the **Payment Methods** info card.

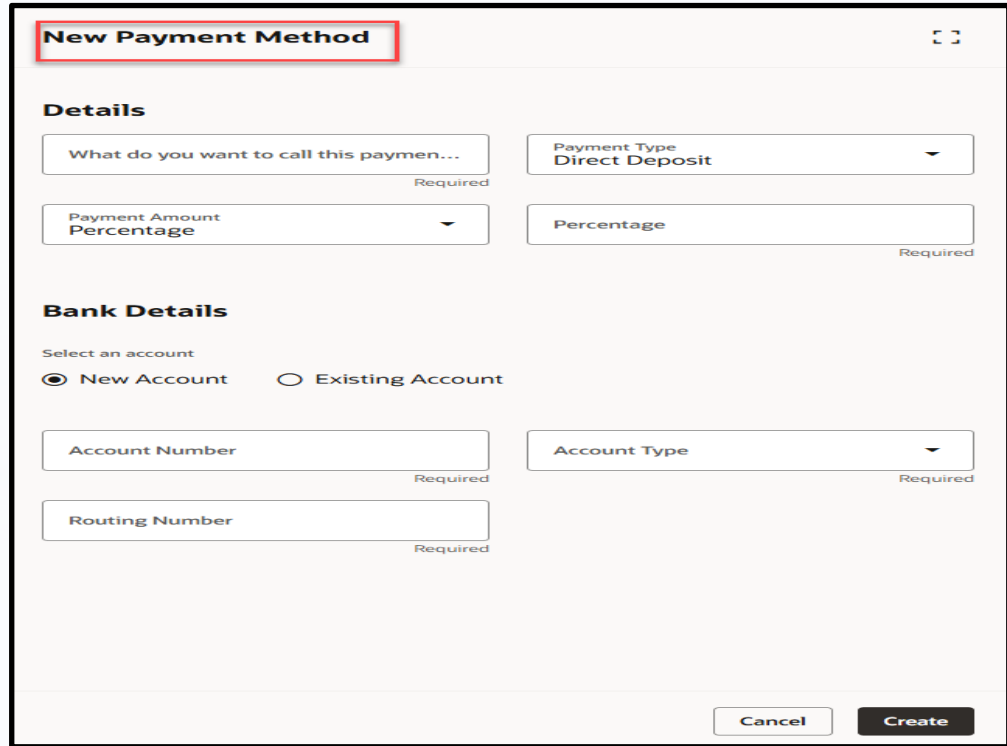


The **Payment Methods** page displays. The current direct deposit account displays. Click the **Add** button.



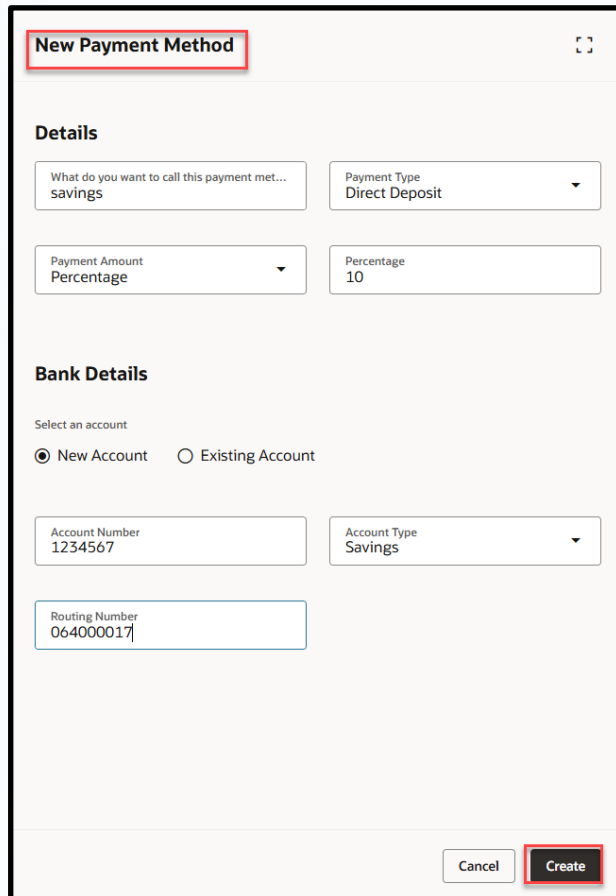
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The New Payment Method page displays.



Enter the required details:

- What do you want to call this program?
- Payment Type
- Payment Amount- defaults to percentage but you can change to amount.
- Account Number
- Account Type
- Routing Number
- Click the **Create** button



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The new direct deposit is created.  
**Note:** The main account says remaining pay will be in that account.

