

Quick Reference Guide: Update a Direct Deposit

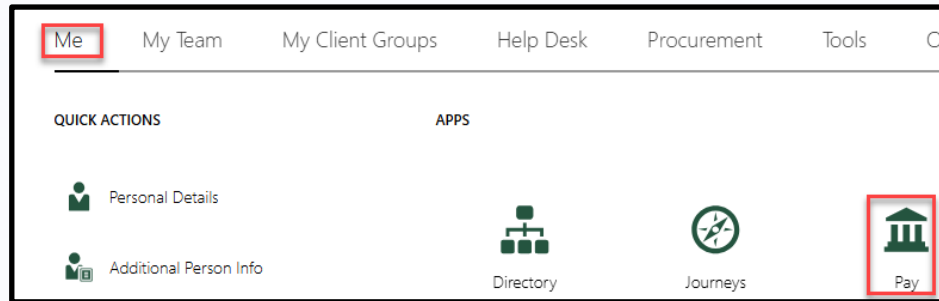


Purpose:

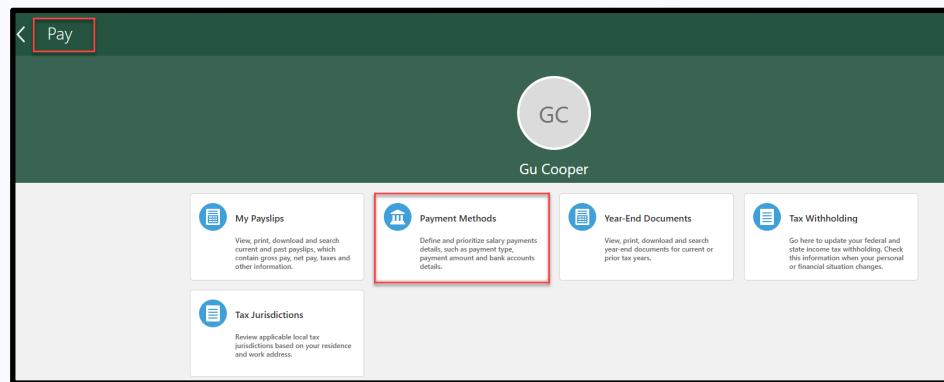
This quick reference guide will provide the steps to update a direct deposit in waveworks. When submitting a change or new direct deposit in the system, there is a prenote process. This prenotes process verifies information with the bank prior to depositing those designated funds. It may be a pay cycle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

Step-by-Step:

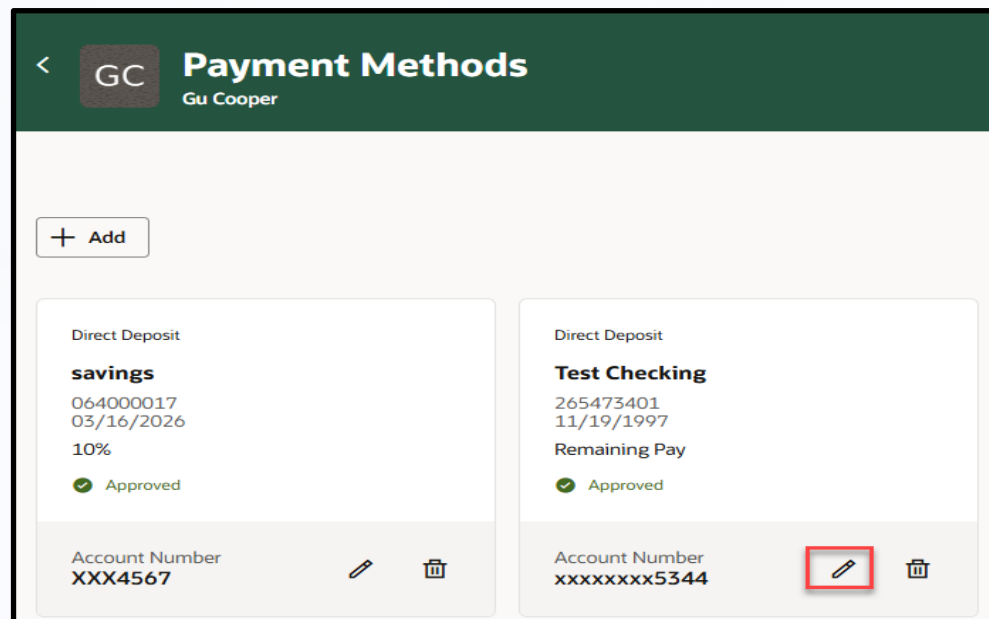
Navigate the **Me** tab and select the **Pay** icon.



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

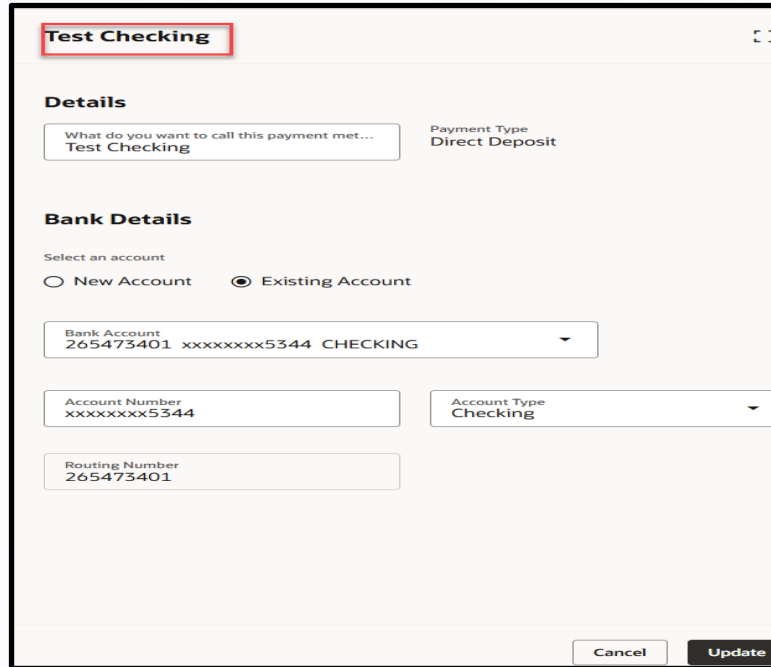


The **Payment Methods** page displays. The current direct deposit account displays. Click **Pencil** icon to update the checking account.



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The **Existing Bank Account** page displays. **Note:** The **Existing Account** is default.



Test Checking

Details

What do you want to call this payment met...
Test Checking

Payment Type
Direct Deposit

Bank Details

Select an account

New Account Existing Account

Bank Account
265473401 xxxxxxxx5344 CHECKING

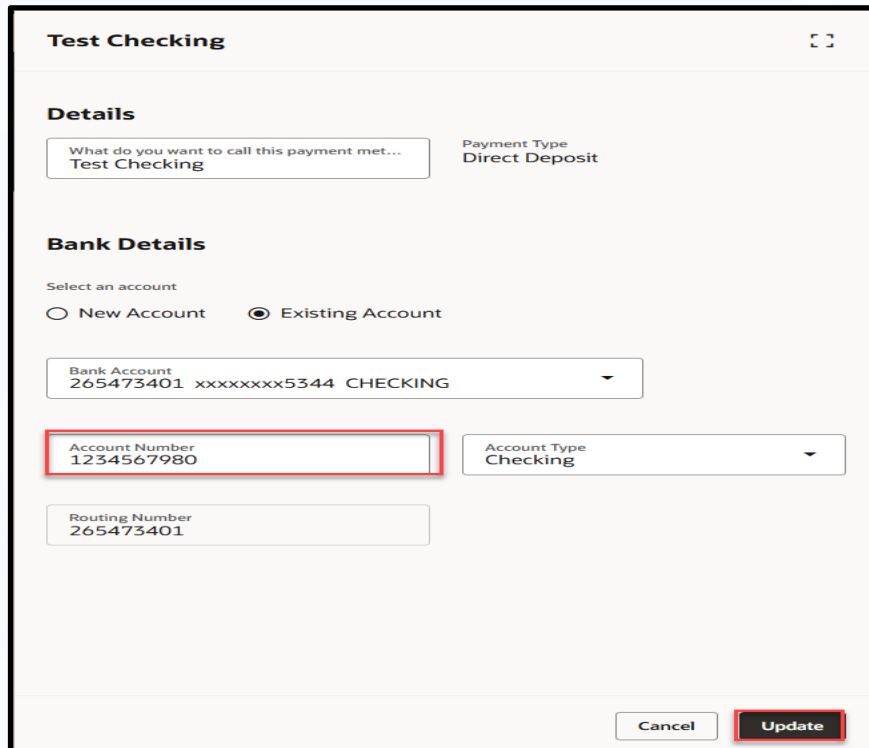
Account Number
xxxxxxxx5344

Account Type
Checking

Routing Number
265473401

Cancel Update

The **Account Number** is changed for the existing account. Click the **Update** button when complete.



Test Checking

Details

What do you want to call this payment met...
Test Checking

Payment Type
Direct Deposit

Bank Details

Select an account

New Account Existing Account

Bank Account
265473401 xxxxxxxx5344 CHECKING

Account Number
1234567980

Account Type
Checking

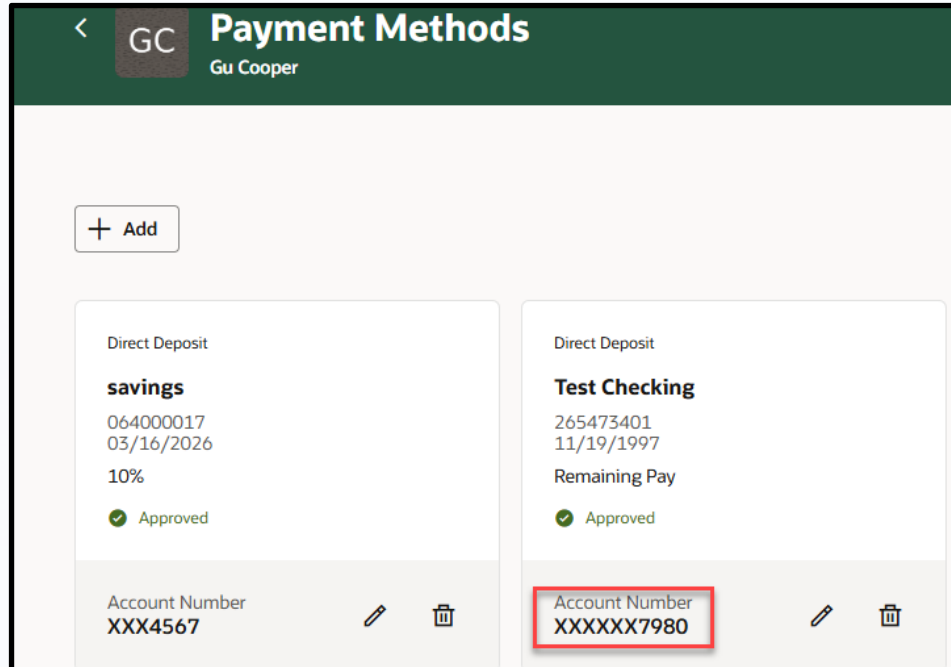
Routing Number
265473401

Cancel Update



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The updated
account is
displayed.



The screenshot shows the 'Payment Methods' interface for 'Gu Cooper'. It features a '+ Add' button and two direct deposit entries. The first entry is for 'savings' with account number '064000017' and date '03/16/2026'. The second entry is for 'Test Checking' with account number '265473401' and date '11/19/1997'. Both entries are marked as 'Approved'. At the bottom of each entry, the account number is displayed: 'XXX4567' for savings and 'XXXXXX7980' for Test Checking. The 'XXXXXX7980' account number is highlighted with a red box.