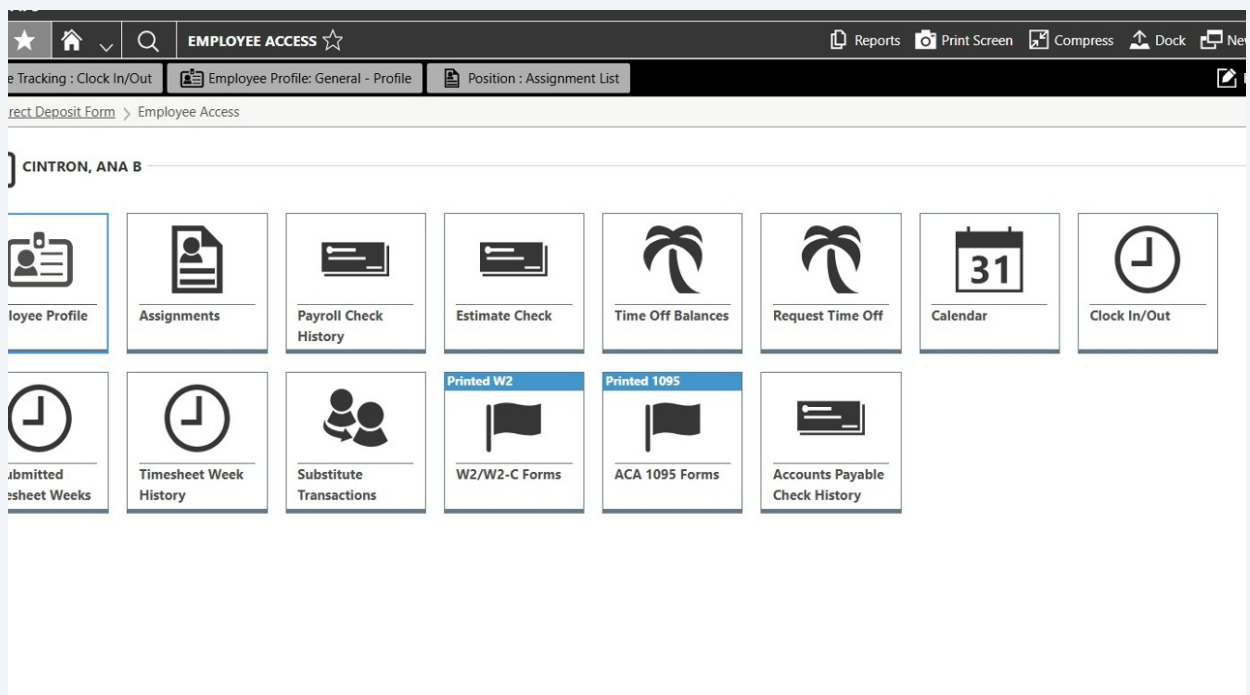


How To Access Payroll Direct Deposit Form Online



1 Navigate to Employee Access [Sign In](#)



2 Click Employee Profile

The screenshot shows the Skyward Employee Access dashboard for Ana Cintron. The top navigation bar includes the Skyward logo, user name 'Ana Cintron', and various utility icons like 'What's New', 'My Messages', 'My Tasks & Processes', and 'Knowledge Hub'. Below the navigation bar, there are tabs for 'Time Tracking : Clock In/Out', 'Employee Profile: General - Profile', and 'Position : Assignment List'. The main content area displays a grid of icons for various employee functions: 'Employee Profile' (highlighted with an orange circle), 'Assignments', 'Payroll Check History', 'Estimate Check', 'Time Off Balances', 'Request Time Off', 'Calendar', 'Clock In/Out', 'Unsubmitted Timesheet Weeks', 'Timesheet Week History', 'Substitute Transactions', 'Printed W2', 'Printed 1095', and 'Accounts Payable Check History'.

3 Click "Edit" button to see other options

The screenshot shows the Skyward Employee Profile page for Ana Cintron. The top navigation bar is similar to the previous screenshot, but the 'Employee Profile: General - Profile' tab is now active. The main content area displays the 'Employee Profile' section, which includes a profile picture and a list of 'EMPLOYEE DETAILS' (Name, Address, Phone Number, Email) and 'ASSIGNMENT DETAILS' (Position, Assignments, Buildings, Start Date, End Date). An orange circle highlights the 'Edit' button next to the 'EMPLOYEE DETAILS' header.

4 Click "Payroll Direct Deposit Form"

The screenshot shows the 'Employee Profile' page. An 'Online Forms' modal is open, displaying four form options: 'NAME CHANGE FORM', 'PAYROLL DIRECT DEPOSIT FORM' (highlighted with an orange circle), 'EMPLOYEE PHONE NUMBER CHANGE FORM', and 'EMPLOYEE ADDRESS CHANGE FORM'. Each form option includes the text 'Allows Multiple Submissions'. The background page shows sections for 'EMPLOYEE DETAILS', 'ASSIGNMENT DETAILS', and 'EMERGENCY CONTACT DETAILS'.

5 Click "Start" and once you complete the information submit form.

The screenshot shows the 'Payroll Direct Deposit Form' page. The 'Start' button is highlighted with an orange circle. The page includes a sidebar with 'Instructions' and 'Direct Deposit (Optional)' sections. The main content area contains a message: 'Please click the Start button to update the Direct Deposit Form.' The top navigation bar shows 'Wylie ISD' and 'SKYWARD' logo, along with user information and navigation links.