

## Directions for Enrolling in Payroll Direct Deposit:

Before you enroll in Direct Deposit of your pay online, please have the following information ready:

- **Your WCC net ID and password.**

If you do not have a WCC net ID and password, go to this website:

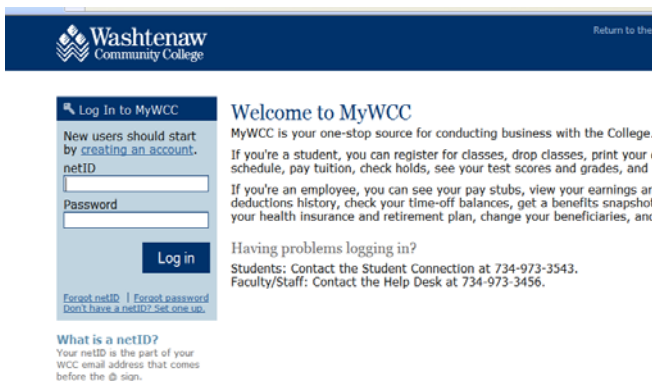
<https://www.wccnet.edu/services/account/> to obtain them.

*Please note: If you have problems logging into MyWCC or have password questions, Contact the Computer and Information Technology Help Desk at 734-973-3456.*

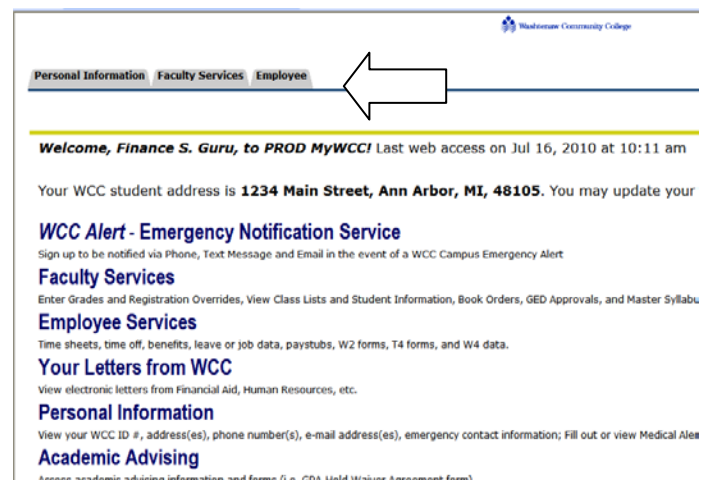
- **Routing number, account number, and account type for the account or accounts you wish to have your pay deposited into**

Then, follow these steps:

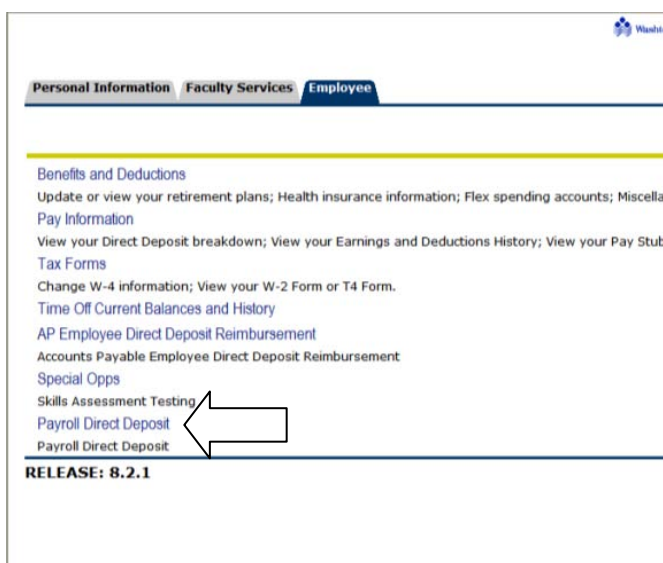
### 1. Log into MyWCC with your netID and password



### 2. Click on the “Employee” tab

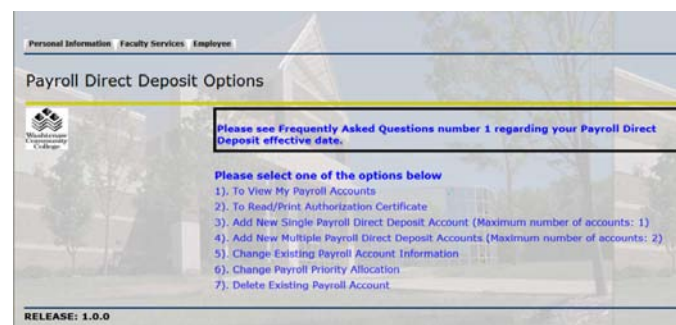


### 3. Click on “Payroll Direct Deposit”



### 4. Select the option that applies to your situation

There are demonstration videos available for you to watch before you start entering your information, if you wish. You can access them by clicking the “View Tutorial” link next to each option in the list.



Enter your financial information into the required fields.

Turn this sheet over for a list of Frequently Asked Questions about Payroll Direct Deposit enrollment.

**Frequently Asked Questions:  
Self Service Payroll Direct Deposit Enrollment**



**1. *How long does it take to start or stop my direct deposit online?***

If you enter your banking information accurately 2-3 business days before your scheduled pay date, the change you wish to make will take effect for that pay date.

Please contact the Payroll Office at 734.973.3597 or by email at [pay@wccnet.edu](mailto:pay@wccnet.edu) for further explanation or clarification.

**2. *When will my direct deposit funds be available?***

Your funds will be available on payday as soon as your financial institution has posted the information to your account.

**3. *Can I direct deposit part of my pay and receive a check for the remainder?***

No. If you sign up for direct deposit, you must direct deposit your entire paycheck. You may select up to two accounts at U.S. financial institutions.

**4. *Can I sign up for more than one direct deposit account?***

Yes. You may select up to two accounts at U.S. financial institutions.

**5. *If I sign up for payroll direct deposit into two accounts how do I designate how much goes into each account?***

One account will receive a specific dollar amount. The other account will receive the remainder, or net amount of your pay.

**6. *If I sign up for payroll direct deposit into two accounts, can one account receive a percentage of and the other receive the remainder of my paycheck?***

No. One account must receive a specific dollar amount. The other account will receive the remainder, or net amount of your pay.

**7. *Can I direct deposit my pay into an account other than savings or checking (i.e. X-Mas Club or loans)?***

No. WCC can only deposit funds into a Savings or Checking account.

**8. *Who should I call if I have additional questions about online payroll Direct Deposit enrollment?***

Contact the Payroll Office via phone at 734.973.3597 or by email at [pay@wccnet.edu](mailto:pay@wccnet.edu) for assistance.

Turn this sheet over for directions on how to enroll in Payroll Direct Deposit.
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