

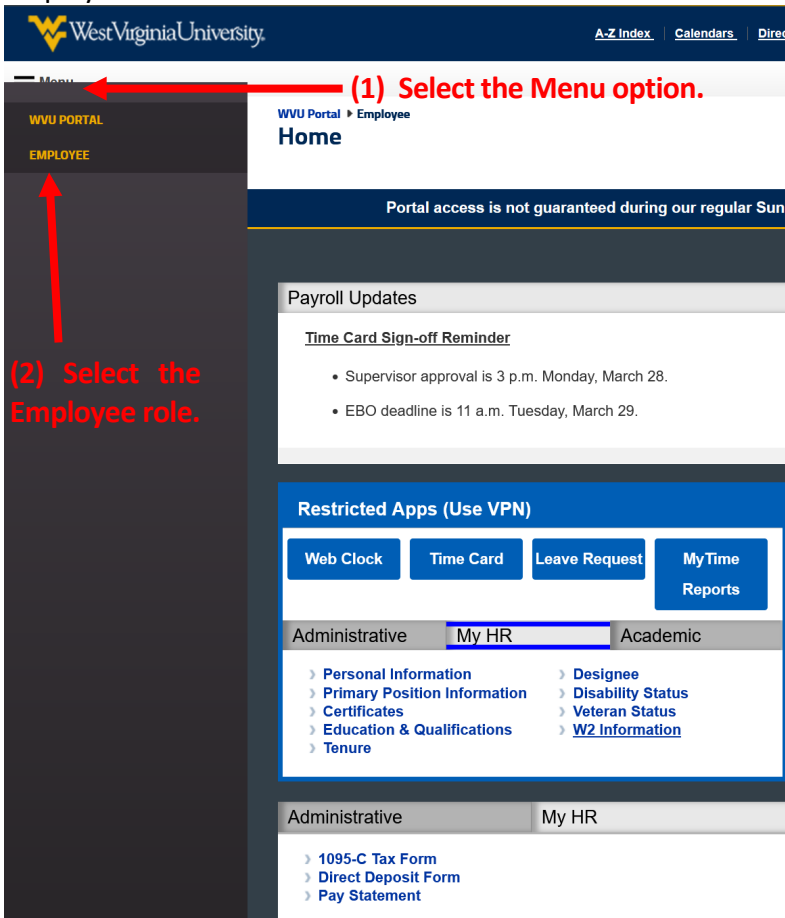
### Instructions on Accessing the Direct Deposit Update Form Electronically (Updated April 10, 2022)

For security purposes, active employees of WVU (including student workers and graduate assistants) need to log in to the [WVU Portal](#) to obtain the direct deposit information update form. Please follow the instructions below to obtain the form. Accessing the direct deposit form through Portal does **not** require a connection to the WVU VPN.

The completed direct deposit form must be printed and physically signed then submitted to [payroll@mail.wvu.edu](mailto:payroll@mail.wvu.edu) via LiquidFiles (liquidfiles.wvu.edu) along with supporting documentation for the new or updated account. The completed form and supporting documentation should not be submitted via standard email and will not be accepted if submitted this way. Documents with secure information (including Social Security number and bank account information) should not be sent via standard email under WVU Information Security policy.

For information on acceptable documents for direct deposit, review the information under the “Direct Deposit Information” heading on the [Shared Services Employee Processing website](#). If you have issues submitting the completed form and supporting documentation via LiquidFiles, or questions about if your supporting documentation is acceptable, please contact Payroll at [payroll@mail.wvu.edu](mailto:payroll@mail.wvu.edu).

1. Go to <https://portal.wvu.edu> and log in using your standard WVU log in credentials.
2. Select the Employee role in WVU Portal by opening the menu in the top left corner and selecting Employee.



The screenshot shows the WVU Portal interface. At the top left, there is a dark blue menu bar with the WVU logo and the text "West Virginia University". Below the logo, the text "WVU PORTAL" and "EMPLOYEE" are visible. A red arrow points to the "EMPLOYEE" option, with the text "(2) Select the Employee role." next to it. At the top right, there are links for "A-Z Index", "Calendars", and "Direct". Below the menu bar, the main content area is titled "Home" and "WVU Portal > Employee". A warning message states "Portal access is not guaranteed during our regular Sunday hours". Below this, there is a "Payroll Updates" section with a "Time Card Sign-off Reminder" containing two bullet points: "Supervisor approval is 3 p.m. Monday, March 28." and "EBO deadline is 11 a.m. Tuesday, March 29." Below the updates, there is a "Restricted Apps (Use VPN)" section with buttons for "Web Clock", "Time Card", "Leave Request", and "MyTime Reports". Below the apps, there is a "My HR" section with tabs for "Administrative", "My HR", and "Academic". The "My HR" tab is selected, showing a list of links: "Personal Information", "Primary Position Information", "Certificates", "Education & Qualifications", "Tenure", "Designee", "Disability Status", "Veteran Status", and "W2 Information". At the bottom, there is another "My HR" section with tabs for "Administrative" and "My HR", showing links for "1095-C Tax Form", "Direct Deposit Form", and "Pay Statement".

3. Select the MyHR tab that is **not** under the “Restricted Apps (Use VPN)” heading, then select the Direct Deposit Form.

The screenshot shows a web interface with a blue header titled "Restricted Apps (Use VPN)". Below the header are four blue buttons: "Web Clock", "Time Card", "Leave Request", and "MyTime Reports". Underneath these buttons are three tabs: "Administrative", "My HR", and "Academic". The "My HR" tab is selected and highlighted in grey. Below the tabs, there are two columns of menu items, each with a right-pointing chevron. The left column includes: "Personal Information", "Primary Position Information", "Certificates", "Education & Qualifications", and "Tenure". The right column includes: "Designee", "Disability Status", "Veteran Status", and "W2 Information". Below this menu is another set of tabs: "Administrative" and "My HR". The "My HR" tab is selected and highlighted in grey. A red arrow points from the text "(3) Select MyHR." to the "My HR" tab. Below the "My HR" tab, there are three menu items, each with a right-pointing chevron: "1095-C Tax Form", "Direct Deposit Form", and "Pay Statement". A red arrow points from the text "(4) Choose Direct Deposit Form." to the "Direct Deposit Form" menu item.

4. The blank direct deposit form will download.