

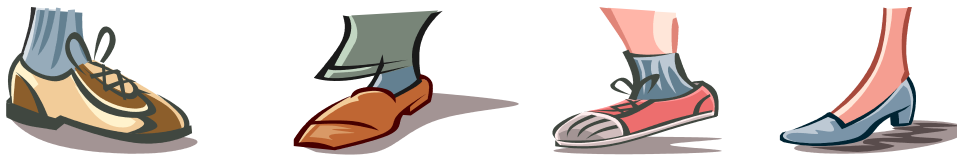


How to sign up for Direct Deposit in 8 easy steps

- 1) Go to <http://webcentral.du.edu> sign in with DU ID# and Passcode
- 2) Click on tab My Web
- 3) Select "Employee Information"
- 4) Select "Pay Information"
- 5) Click on "Modify Direct Deposit"
- 6) Enter bank information click on save
- 7) If you are splitting your check make sure the account that has the "Remaining" amount is Priority #2 tap out of field.
- 8) Done!

You can check to make sure you are set up correctly by going to Direct Deposit Allocation.

A confirming e-mail will be sent that this process was been completed.



How to stop the printing of your pay stub in 8 easy steps.

- 1) Go to <http://webcentral.du.edu> sign in with DU ID# and Passcode
- 2) Click on tab My Web
- 3) Select "Employee"
- 4) Select "Pay information"
- 5) Click on "Printing Pay Stub Option"
- 6) Answer Question
- 7) Submit
- 8) Done!

