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CENTRAL ADMINISTRATION

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Management Services

Employee Services

Business Office

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CVES MISSION

Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.

TO:	CVES Employees
FROM:	Brenda Proulx-Payroll
RE:	My Direct Deposit Allocations
DATE:	March 16, 2022

Welcome to the Electronic My Direct Deposit Allocations via Mywincap. With this service, you will be able to initiate electronic change requests for direct deposit allocations and add new direct deposit accounts under the My Direct Deposit Allocation section. We will no longer be accepting paper direct deposit forms. So, all changes must be done under Mywincap (https://wincapweb.com/).

Log into Mywincap and under the "Employee Self-Service" tab, hover over the tab and the selection below will appear. Click on "My Direct Deposit Allocations".

nt	Employee Self-Service Timesh	e
Em	My Attendance Balances	c
	My Leave Requests	-
he	My Attendance Activity	'
_	My Paychecks	
e	My Year to Date Totals	•
	My W-2s	ŀ
e -	My Employee Deductions	n
	My Employee Demographics	E
	My W-2 Consent Elections	E
	My Direct Deposit Allocations	c
	Admin Menu	ŀ

You can also click directly on the "Employee Self-Service" tab and select the following option:

My Direct Deposit Allocations

View your Direct Deposit Allocations.

• First step: select the desired effective pay date for the change to take effect:

 Effective Date
 03/31/2022 v

 Note: If adding a new direct deposit, there must be at least one paycheck date between now and the effective date to allow enough time for the pre-notification process to be completed. If you plan to add a new direct deposit, change the effective date first otherwise you will lose any changes you have made when selecting a new effective date.

 Comments
 Image: Comment in the image is a selection of the pre-notification process is

Click "Add Change Request":

E	mployee	Direct Depo	sit All	locations	s Changes 🌘	🕂 Add C	hange R	equest	s ,	5 🛛
						0-0 of 0	First P	revious	Next	Last
	Change Type	Effective Date 🔺	Status	Comments	Date of Last Edit	: Acti	on			
			[no re	cords]						
						0-0 of 0	First P	revious	Next	Last

- You can deactivate accounts, change fixed/percentage amounts going into accounts, and add new accounts.
- To deactivate accounts, check the box "No" under the "Active" column title.
- To change fixed/percentage amounts, enter the changes either under "Fixed Amount" or "Percentage" column titles.
- To add new direct deposit accounts, click on the green plus sign.

		í	my onecco	repeate Milocations	-			
Direct Deposit Allocat	ons							
EMPNO 01	923							
First Name, M.I. Re	becca Z							
Last Name Ig	er							
Effective Date 0	/11/2021 🗸							
No an If wi	te: If adding d the effectiv you plan to Il lose any o	a new direct dep e date to allow e add a new direct changes you ha	osit, there mus nough time for ect deposit, ch ave made whe	t be at least one the pre-notification ange the effect in selecting a n	paycheck date betw on process to be co- tive date first oth new effective date	een now mpleted. erwise you		
Comments				A		~		
Employee Dire	ct Deposit	Allocations				1-2 of 2 First	Previous I Na	5 9 🔳
Bank Name	Routing	 Account Type 	e Account #	Fixed Amount	Percentage	Prenoted	Active	Action
KEY BANK	145456	518 Savings	98653214	50.00	0.000	No	Ves No	×
WELLS FARGO BANK	, NA 149468	560 Checking	3892937018	0.00	100.000	Yes	Ves No	
						1-2 of 2 First	Previous Net	t Last
Validate / Reorder Se	lections							
			Upda	te Cancel				
			0000					

• The box below will appear.

Direct Deposit Bank						
Bank N	lame:	[search] [select][clear]				
Bank Routing #:						
Account Type:		(Select One) 🗸				
Account #:						
	ОК	Cancel				

- Hit search, enter bank name in the search box and the accounts that are on file will come up. Select/enter the following:
 - 1. Bank/routing number. If there is more than one with the same routing number from the drop down, you can select any one of them.
 - 2. Account type (Checking or Savings),
 - 3. The account number.

Dii	rect Deposit Bank
Bank Name:	Key Bank [search] [select][clear]
Bank Routing #:	021300077
Account Type:	Checking 🗸
Account #:	
	OK Cancel

• Click on the Validate/Reorder Selections button to confirm validation before selecting "update":

Validate / Reorder Selections

• Once you validate, then hit "update":



Once you complete these steps, the Direct Deposit Allocation changes grid will display the status of your request.



The change will show "pending" until it pulls through on the payroll side and the change is posted.

nployee D	irect Deposit	Alloca	tions Cha	anges (†Add C	hange Re	quest	% F
				1-1 of 1 Fir	st Previ	ous M	lext
Change Type	Effective Date 🔺	Status	Comments	Date of Last Edit	Act	tion	
00	02/11/2021	Dending		02/18/2021			1

If you have any questions, please contact me via e-mail @ <u>proulx_brenda@cves.org</u> or at (518) 561-0100, Ext. 223.