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CENTRAL ADMINISTRATION

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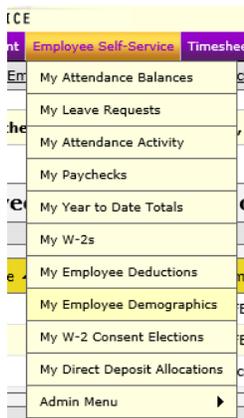
**CVES MISSION**

*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”.



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

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

Click “Add Change Request”:

Employee Direct Deposit Allocations Changes <span style="float: right;">+ Add Change Request</span>					
0-0 of 0 First Previous Next Last					
Change Type	Effective Date	Status	Comments	Date of Last Edit	Action
[no records]					
0-0 of 0 First Previous 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.

- The box below will appear.

**Direct Deposit Bank**

Bank Name:

Bank Routing #:

Account Type:  ▾

Account #:

- 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.

**Direct Deposit Bank**

Bank Name: Key Bank

Bank Routing #:

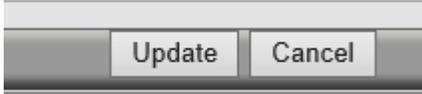
Account Type:  ▾

Account #:

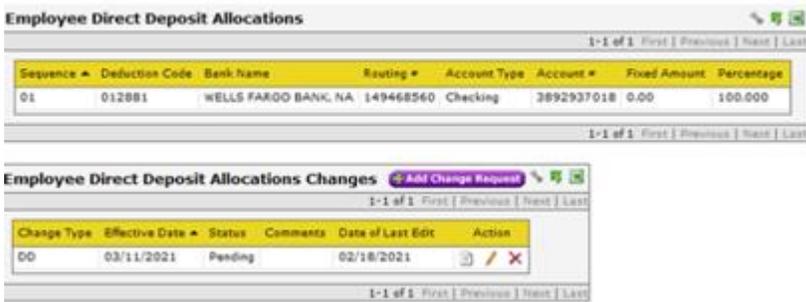
- Click on the Validate/Reorder Selections button to confirm validation before selecting “update”:

Validate / Reorder Selections

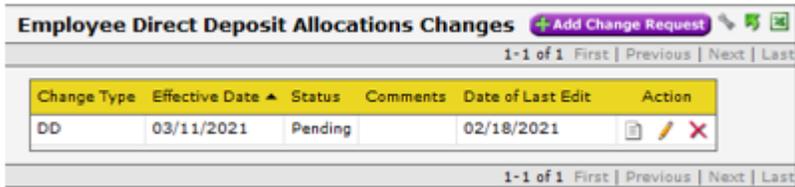
- Once you validate, then hit “update”:



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.



If you have any questions, please contact me via e-mail @ [proulx\\_brenda@cves.org](mailto:proulx_brenda@cves.org) or at (518) 561-0100, Ext. 223.