

# Complete on Hire Date

**Upon Receipt of your Username and DUO access email,**

## Set Up Direct Deposit

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To access the new online direct deposit:

1. Log into the portal for [UW System institutions](https://my.wisconsin.edu/) at <https://my.wisconsin.edu/>
2. Click **Update Direct Deposit** on the Payroll information tile on MyUW.
3. Click **Add Account**.
4. Enter account information.
5. Click **Save**.  
**NOTE:** A confirmation email will be sent to business email on file.
6. **Sign out** of the page through the stacked menu in the upper right corner.

## Add Additional Deposit Accounts

Up to three accounts can be entered, for paycheck distribution.

1. Click the **plus sign (+)** at the top of the accounts list.
2. Enter account information including a deposit type of amount or percent and the corresponding value.
3. Click **Save**.
4. Repeat steps 1-3 for additional account if necessary.  
**NOTE:** If entering 3 accounts, the order money is deposited can be modified by clicking the **Reorder** button.
5. **Sign out** of the page through the stacked menu in the upper right corner.

## Set Up W4

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To access the online W4:

1. Log into the portal for [UW System institutions](https://my.wisconsin.edu/) at <https://my.wisconsin.edu/>
2. Click **Update W4** on the Payroll information tile on MyUW.
3. Enter W4 information.
4. Click **Submit**.  
**NOTE:** A confirmation email will be sent to your UWEC email.
5. **Sign out** of the page through the stacked menu in the upper right corner.

Questions?? Contact Payroll and Benefits at 715-836-3131