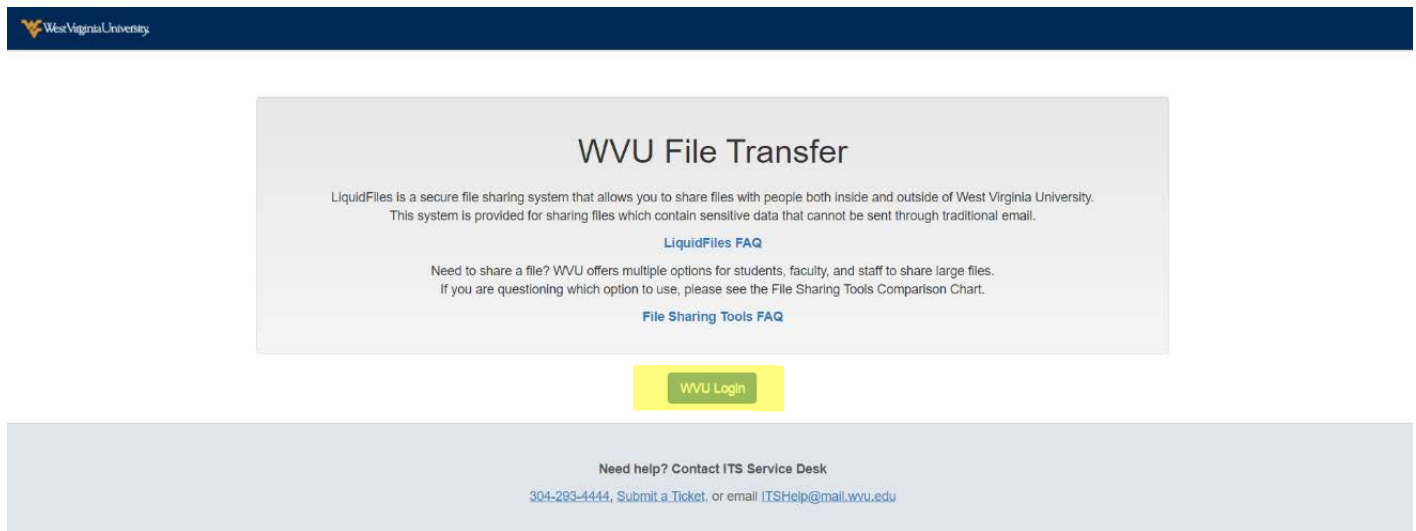


Direct Deposit Changes

- Any direct deposit changes must be sent to WVU Morgantown (WVUM) Payroll since they process our payroll. Submit your direct deposit form/voided check to WVUM LiquidFiles.
 - Link: <https://liquidfiles.wvu.edu/>
 - Email payroll@mail.wvu.edu from your college email to let them know an update has been made.
- Questions can be addressed to payroll@mail.wvu.edu

Screenshots of WVU LiquidFiles below.



If you do not know your WVU Morgantown (WVUM) Login Credentials, please follow the steps below. WVUP IT department cannot assist you with WVUM login credentials since they do not have access. Please contact WVUM for any troubleshooting, concerns.

Technology Issues for WVUM: (Please note they will ask you for your WVU ID number.)
Call the Help Desk at (304) 293-4444 or (877) 327-9260

Step 1: To lookup your WVUID number, go to <https://login.wvu.edu/self-service/lookup>

WVU ID number: _____

Step 2: If you have not activated your account, go to <https://login.wvu.edu> and click on Claim Account. Once you claim your account, you will be given your username.

WVU username: _____

Step 3: Employees must immediately enroll in two-factor authentication at <https://login.wvu.edu>, click My Login and follow the instructions. You should be ready to install the Duo Mobile app on a smartphone.

West Virginia University

Requesting access for service:
A SAML Service - Do not bookmark this page.

This is a West Virginia University information system. Use of this system and access to data within is for authorized individuals only and subject to WVU policies. Pursuant to the Acceptable Use Policy, WVU reserves the right to monitor use of this system and may report any illegal, improper or unauthorized activity as necessary. Such activity may result in disciplinary action consistent with University policies, as well as civil and criminal penalties. By logging into this system, you indicate your consent to these conditions.

Type your Login username and password.

Username

Password

LOGIN

Forgot your password? Go to <https://login.wvu.edu/> to create a new one.

West Virginia University

2-Factor Authentication

Choose an authentication method

Duo Push Used automatically **Send Me a Push**

Passcode **Enter a Passcode**

Remember me for 1 day

[What is this?](#) [Add a new device](#) [My Settings & Devices](#) [Need help?](#)

Secured by Duo

Pushed a login request to your device... **Cancel**

Add the completed direct deposit form and a voided check or bank memo to payroll@mail.wvu.edu.

Message

To:

add cc add bcc

Subject:

Message:

Attached files: **Drop Files Here**

0 files (0 Bytes)

+ Add Files

Limitations: Max size: 998 MB (limited by quota) [Blocked Extensions](#)

Access Restriction: Who can access this message?

Recipients Only

- Only Specified Recipients can access the message and download the files.
- Forwarding of the email or URL is not allowed to anyone.
- A download receipt will be sent when each user downloads each file with detailed download information.

Message Expires:

Message Expires After:

Downloads per Recipient (default 1):

Recipient Can Reply

Send a copy to myself

Private Message

Send

Need help? Contact ITS Service Desk
304-293-4444, [Submit a Ticket](#), or email ITS@wvu@mail.wvu.edu



Payroll Direct Deposit Form

Please forward to WVU Payroll by uploading to WVU LiquidFiles (liquidfiles.wvu.edu) or fax to 304-293-7266 Questions can be addressed to payroll@mail.wvu.edu

First Name: [] MI: [] Last Name: []
WVU ID #: [] [] [] [] [] [] [] [] [] []
SSN #: [] [] [] - [] [] - [] [] [] [] []

Payroll Primary Account

Bank Name: [] [] Start Direct Deposit [] Change [] No Change
Routing #: [] [] Checking* [] Savings*
Account #: []
Hand written bank information must match official bank documents
*A voided check or bank memo must be submitted

Payroll Secondary Account (s): If you have more than two secondary accounts, please complete an additional form.

Bank Name: [] [] Start Direct Deposit [] Change [] Cancel [] No Change
Routing #: [] [] Checking* [] Savings* *Attach a voided check or bank memo
Account #: [] Dollar Amount: [] [] [] [] . [] []
Bank Name: [] [] Start Direct Deposit [] Change [] Cancel [] No Change
Routing #: [] [] Checking* [] Savings* *Attach a voided check or bank memo
Account #: [] Dollar Amount: [] [] [] [] . [] []

I hereby authorize the State of West Virginia, hereinafter called STATE, to initiate credit entries to the account(s) as indicated above & to initiate debit entries as adjustments for credit entries made in error. The STATE will not be responsible for any loss that may arise solely by reason of error, mistake or fraud regarding information provided on this form. This authority is to remain in full force and effect until I have filed a new payroll form in a timely manner so as to afford the STATE a reasonable opportunity to act. I further acknowledge that my employee pay stub will be made available to me through a secure internet web site. Must be an original signature. Digital will not be accepted.

Employee Signature: _____ Date: _____

To be completed by State Agency Payroll Department

State Agency: West Virginia University Phone #: 304-293-3379 Opt. 1

I hereby certify I am a payroll representative of the herein named State Agency and that being so authorized I do certify the information listed and attached with this authorization has been received from the employee indicated above.

Payroll Representative Signature: _____ Date: _____

Pursuant to Section 7 of the Privacy Act of 1974, the disclosure of your Social Security Number is mandatory. Social Security Numbers are necessary to properly maintain records concerning your direct deposit payments as is required and authorized by the federal government for tax administration purposes. See generally, 42 U.S.C §405 (c). Failure to provide a Social Security Number will prevent us from processing your direct deposit request.