

Adding/Updating Direct Deposit

This guide walks you through how to add or update your direct deposit information.

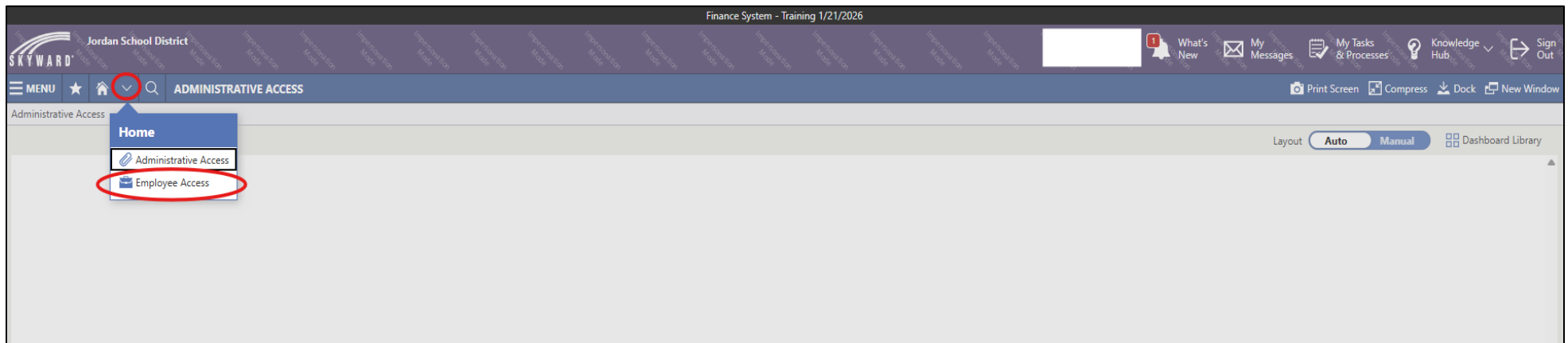
Step 1: Log in to Qmlativ

Log in to Qmlativ using your Jordan District Google account.

Step 2: Switch to Employee Access (if needed)

If you are currently in Administrative Access, you will need to switch to Employee Access.

1. Click the drop-down arrow in the top-left corner of the screen.
2. Select Employee Access from the system options.



Step 3: Locate the Direct Deposit Tile

Once in Employee Access, you will see your employee tiles on the home page.

- Find and select the Direct Deposit tile.

Jordan School District
SKYWARD

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MENU | EMPLOYEE ACCESS

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Employee Access

- Employee Profile
- Assignments
- Payroll Check History
- Estimate Check
- Time Off Balances
- Request Time Off
- Calendar
- Clock In/Out
- Unsubmitted Timesheet Weeks
- Timesheet Week History
- Substitute Transactions
- Printed W2
- W2/W2-C Forms
- Available 4/14/2026**
DIRECT DEPOSIT
Allows Multiple Submissions

Available 4/15/2026
TRAVEL REQUEST
Allows Multiple Submissions

Accounts Payable Check History

Available 4/14/2026
DIRECT DEPOSIT
Allows Multiple Submissions

Step 4: Open the Direct Deposit Form

Clicking the Direct Deposit tile will open the Direct Deposit online form, where you can:

- Add a new direct deposit, or update existing direct deposit information.

Direct Deposit Information

0 of 1 Step 1 (Required) Save & Exit Complete & Review >

Direct Deposit Information (Required)

Review

Update your Direct Deposit information as needed.

CURRENT DIRECT DEPOSIT ACCOUNT

*Routing Number

*Direct Deposit Account Number

Account Type

Employee Net Payroll Direct Deposit

Vendor Accounts Payable Direct Deposit

UPDATED DIRECT DEPOSIT ACCOUNT

*Routing Number

*Direct Deposit Account Number

Account Type

Employee Net Payroll Direct Deposit

Vendor Accounts Payable Direct Deposit

Step 5: Enter Your Direct Deposit Information

Complete all required fields with your banking information.

When finished, click the Complete & Review button located at the top of the form.

Direct Deposit Information

1 of 1 Step 1 (Required) Save & Exit **Complete & Review >**

Direct Deposit Information (Required)
Review

Update your Direct Deposit information as needed.

CURRENT DIRECT DEPOSIT ACCOUNT

*Routing Number

*Direct Deposit Account Number

Account Type

Step 6: Review Your Information

You will be taken to a review screen to verify your information.

Before submitting:

- Review all details carefully.
- Check the confirmation checkbox at the bottom of the page.

Direct Deposit

1 of 1 Review Save & Exit Previous Submit Form

Direct Deposit Information (Required)
 Review

Please review the request change to your direct deposit.

STEP 1: DIRECT DEPOSIT INFORMATION

UPDATED DIRECT DEPOSIT ACCOUNT

*Routing Number

*Direct Deposit Account Number

Account Type Checking

Employee Net Payroll Direct Deposit

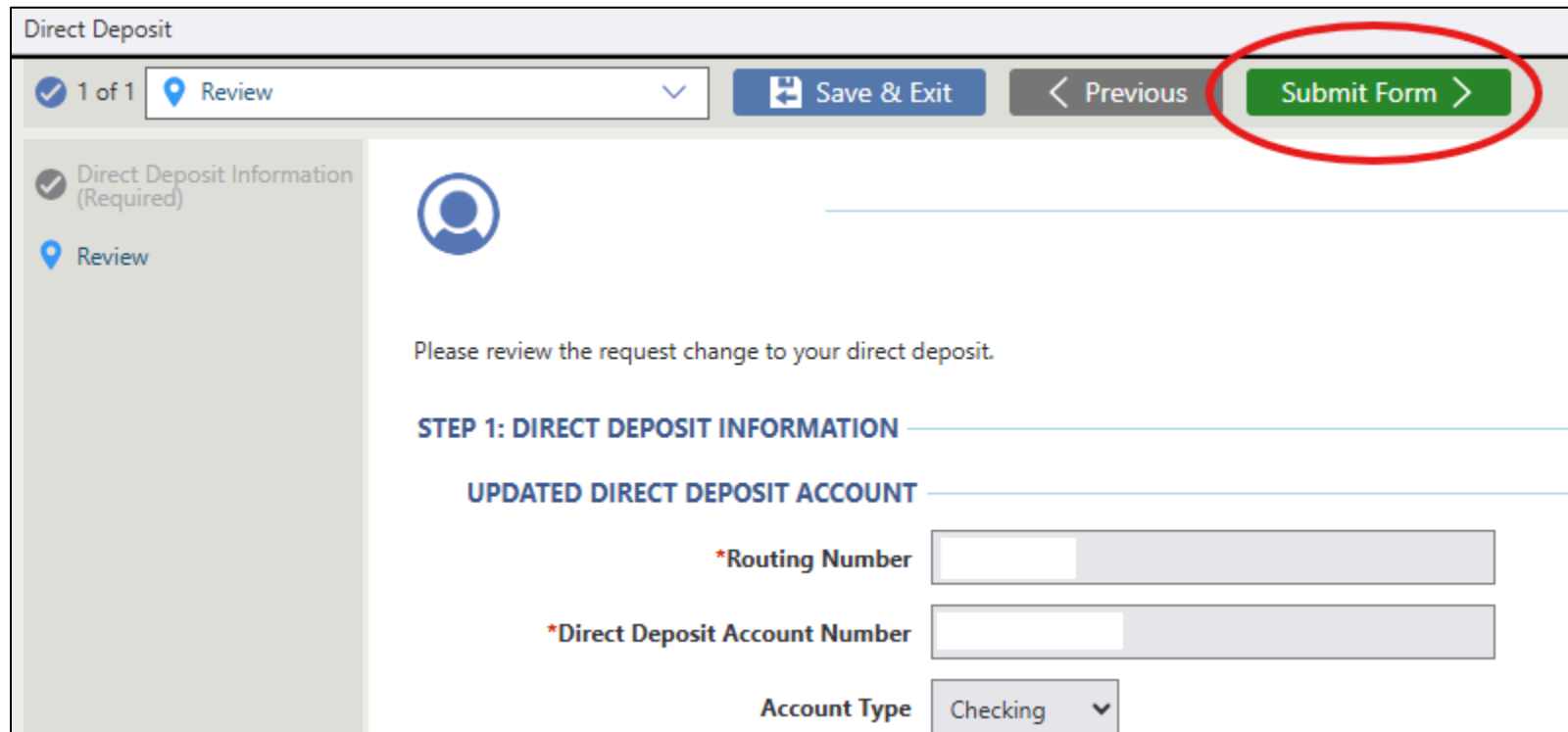
Vendor Accounts Payable Direct Deposit

I confirm that all of the above information is correct to the best of my ability.

Step 7: Submit Your Form

After confirming your information:

1. Click Submit Form at the top of the page.
2. Your direct deposit request will be submitted for processing.




Direct Deposit

1 of 1 Review Save & Exit Previous **Submit Form**

Direct Deposit Information (Required)

Review



Please review the request change to your direct deposit.

STEP 1: DIRECT DEPOSIT INFORMATION

UPDATED DIRECT DEPOSIT ACCOUNT

*Routing Number

*Direct Deposit Account Number

Account Type Checking