Employee Authorization for Electronic Payroll Deposit

☐ New Direct Deposit ☐ Change to Existing Direct Deposit ☐ Cancellation of deposit

I authorize The University of Montana-Western to deposit my pay check to my account/accounts as indicated below and I authorize the depository/ depositories named below to accept my payroll deposit and credit the amounts to my account/accounts. **ATTACH A VOIDED CHECK.**

☐ Checking ☐ Savings

Employee Name: _____ **Payroll Account #790:** _____

I may have my pay check sent to two accounts, bank #1 must have a dollar amount, with balance going to bank #2.

Name of Bank #1 _____ **Amount from each pay:** _____

City _____ State _____ Zip _____

FRB ROUTING NUMBER   ACCOUNT NUMBER

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This authority is to remain in full force and effect until the University receives written notification from me to cancel or until my termination from the University.

☐ Checking ☐ Savings

Name of Bank #2 _____ **Amount from each pay:** _____

City _____ State _____ Zip _____

FRB ROUTING NUMBER   ACCOUNT NUMBER

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This authority is to remain in full force and effect until the University receives written notification from me to cancel or until my termination from the University.

Your pay will continue to be issued via check until routing/account numbers from your authorization form have been prenoted (verified) by your bank. Timing usually will result in direct deposit of your pay on the second paid date after initiation of this process. If you are ever unsure of your account balance, please contact your bank to verify funds BEFORE writing checks. The University of Montana-Western is NOT responsible for checks returned due to insufficient funds.

Work Phone: _____

Date: _____ Signature: _____ Home Phone: _____

CyberBear Instructions

To view your pay information online go to http://cyberbear.umt.edu/ on the University of Montana Missoula site. Click on the "**LOGIN TO CYBERBEAR**" box. Click on the "**What's My Net ID**" and a screen will pop up for you to fill in your last name and birth date. The system will then generate your NetID, which will be the first initial of your first and last names, six randomly assigned numbers followed by an "**e**" (ex: John Doe's net ID will be jd654321e). Go back to the CyberBear login screen, enter your newly assigned NetID and enter the password, which for the first time is the last 6 digits of your employee ID number (ex: 790XXXXXX). Your employee ID number is available from the Payroll Office.

Once you are in your account click on **Employee** and then **All Pay Stubs**. Available is a breakdown by pay period…pay information is available back to July 1999.

To get to a printable W-2 statement, log into CyberBear, click on **Tax Forms**,, click on **W-2 Year End Earnings Statement**, select **Tax Year** and **Univ of Montana - Western** then click on **Display**.

Do not print the first screen that comes up – at the bottom of the screen there is a button that says "**Printable W-2**". When "Printable W-2" is clicked a printable version of the W-2 will appear. Click on your computer print button and you will then have a usable version of the W-2 form.

To view your leave balances, click on **Employee** and then **Full Leave Balance Information**.

If you have questions concerning the direct deposit earnings statement or need help getting to the site, please call – 7010 or email me at lori.broksle@umwestern.edu.   If you need help with your password, you will have to contact the UM Missoula Help Desk at 406-243-4357.