Department of Finance & Administration
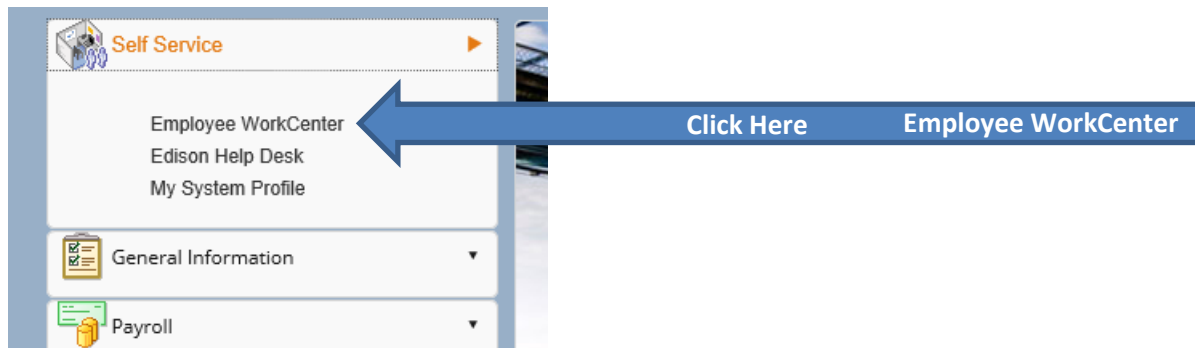**Human Resource Office**

The following is the process for setting up your payroll direct deposits.

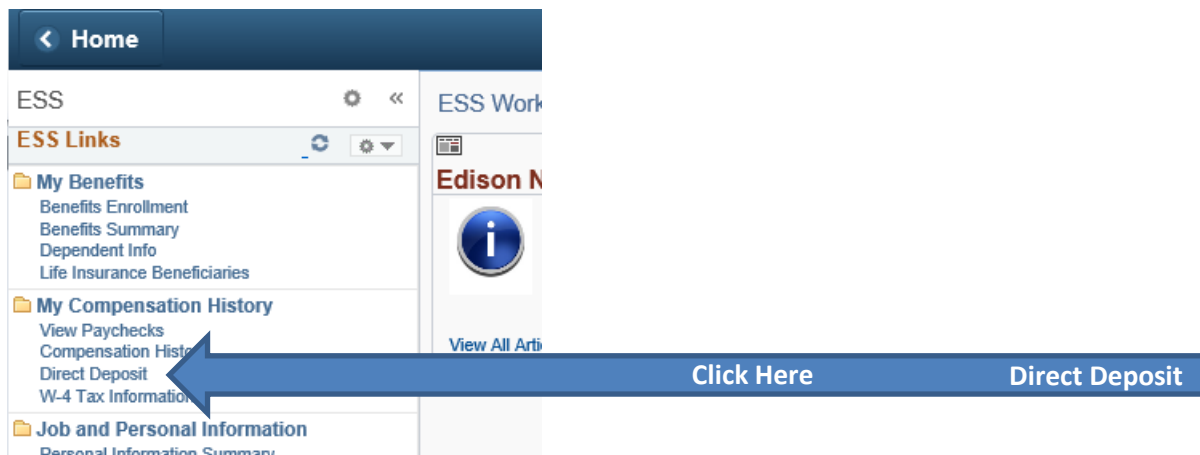Log into Edison
On the left side is a menu – select "Self Service"

A drop down menu will open – select "Employee WorkCenter"

When that page loads, you should see a new menu on the left.
Select under the heading My Compensation History, "Direct Deposit".

This should open a page that will let you add your deposit info.