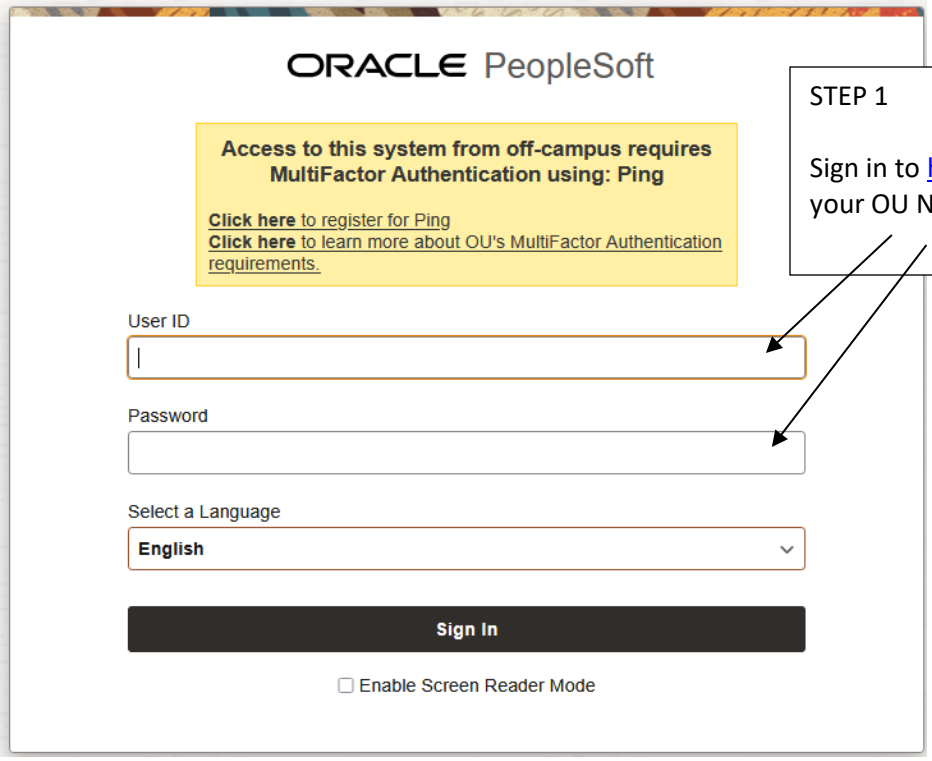
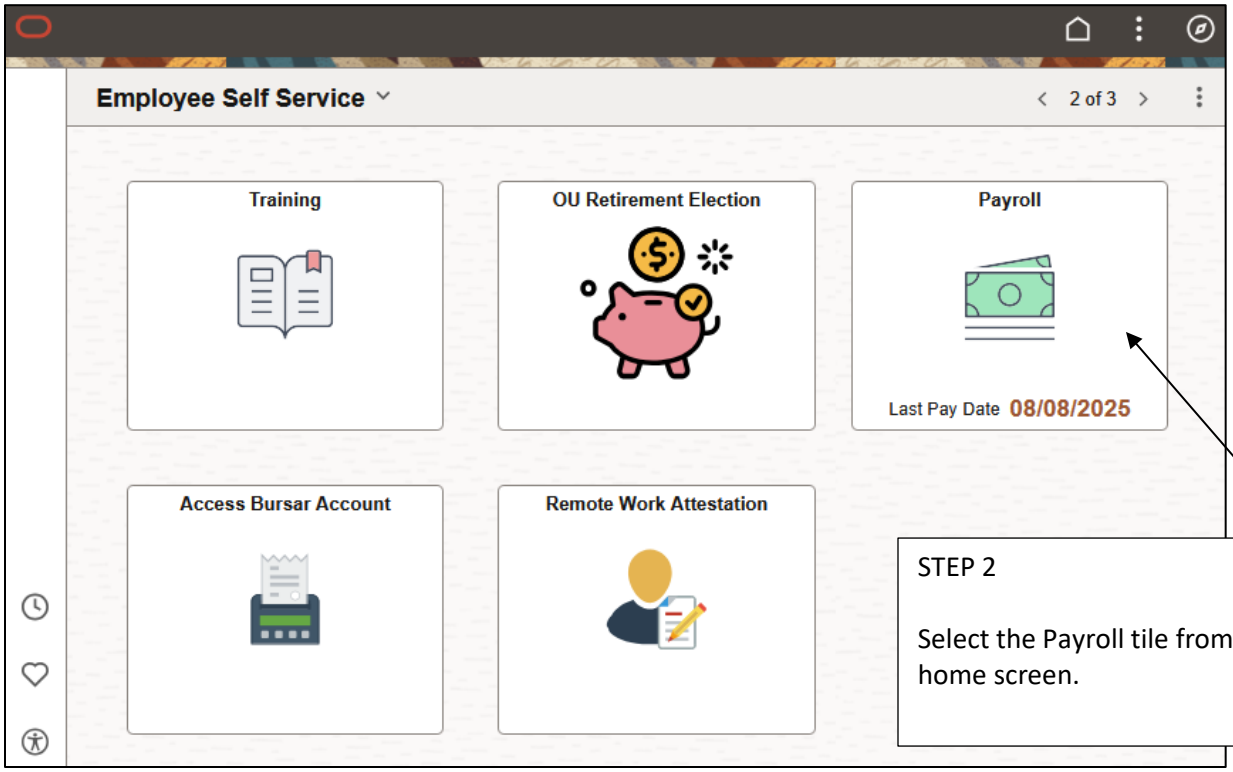
Quick Reference:

Updating or Adding Direct Deposit in Self-Service



STEP 1

Sign in to https://selfservehc.ou.edu/ using your OU Network ID and password.

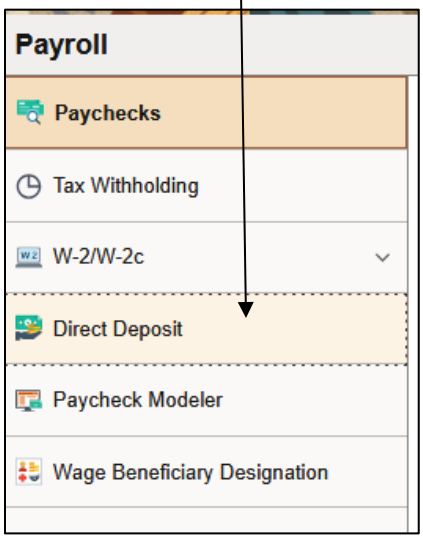


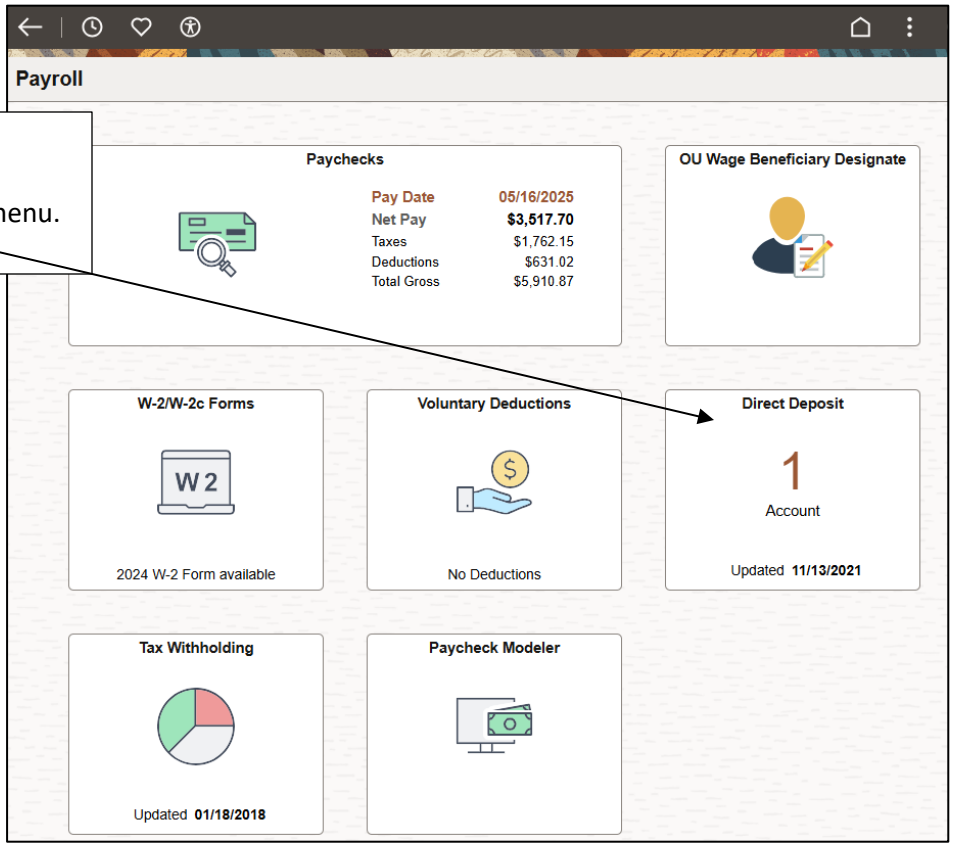
STEP 2

Select the Payroll tile from the Self-Service home screen.

STEP 3

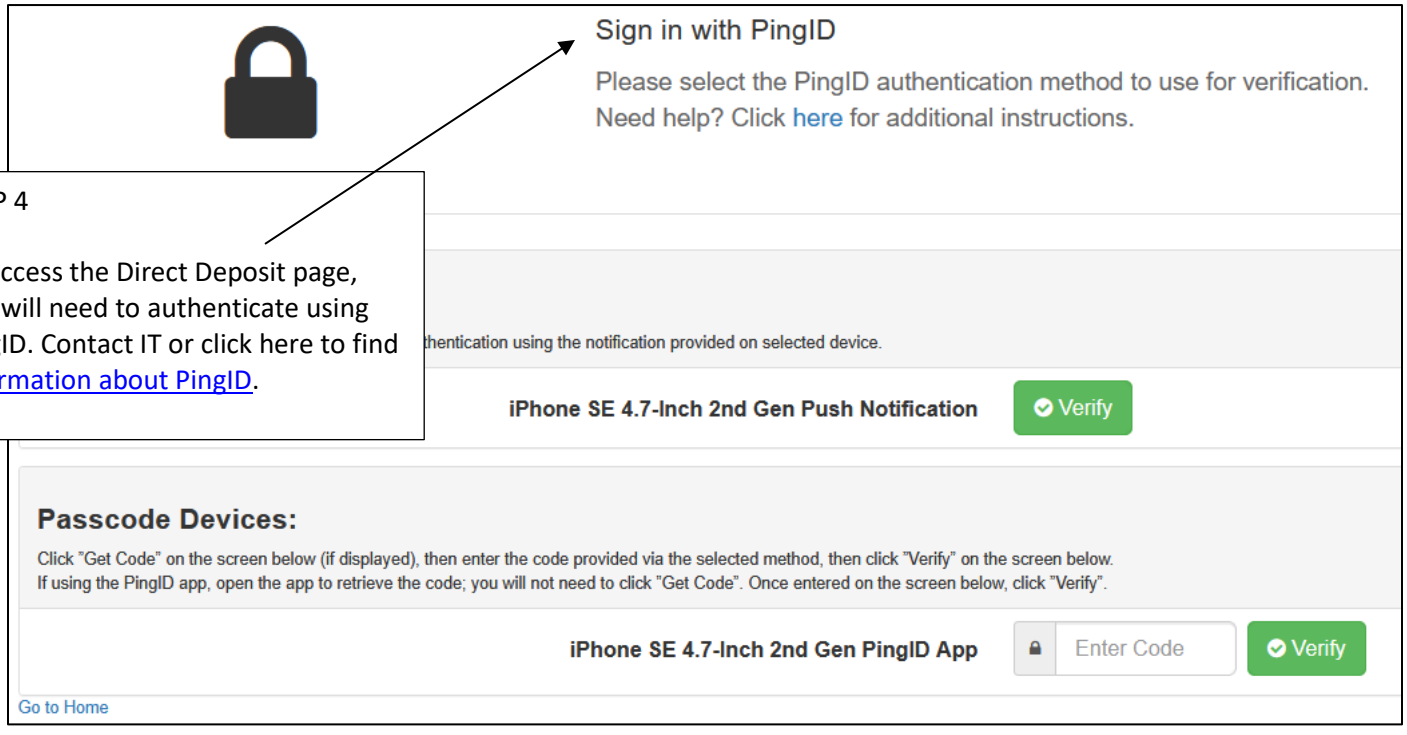
Select Direct Deposit from the menu.

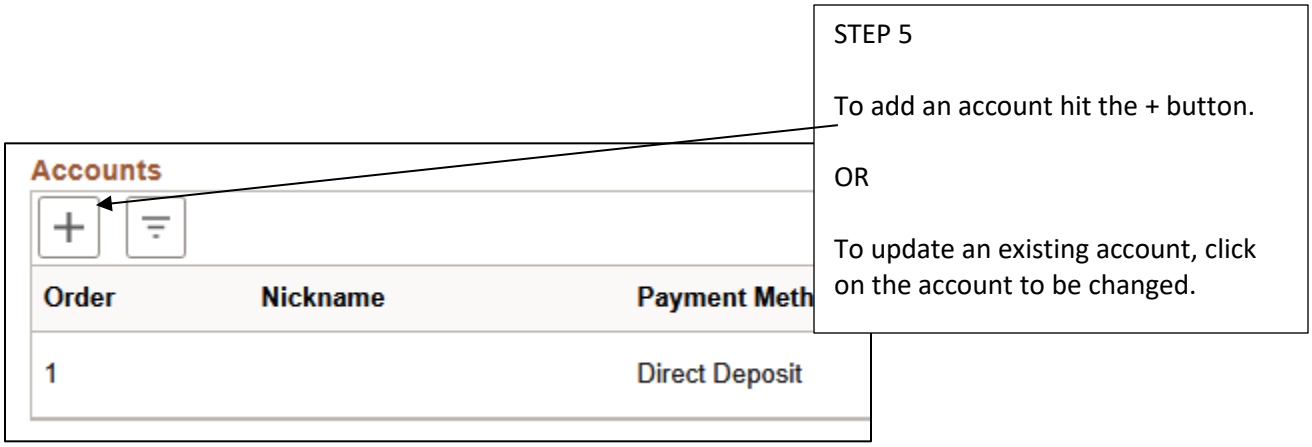


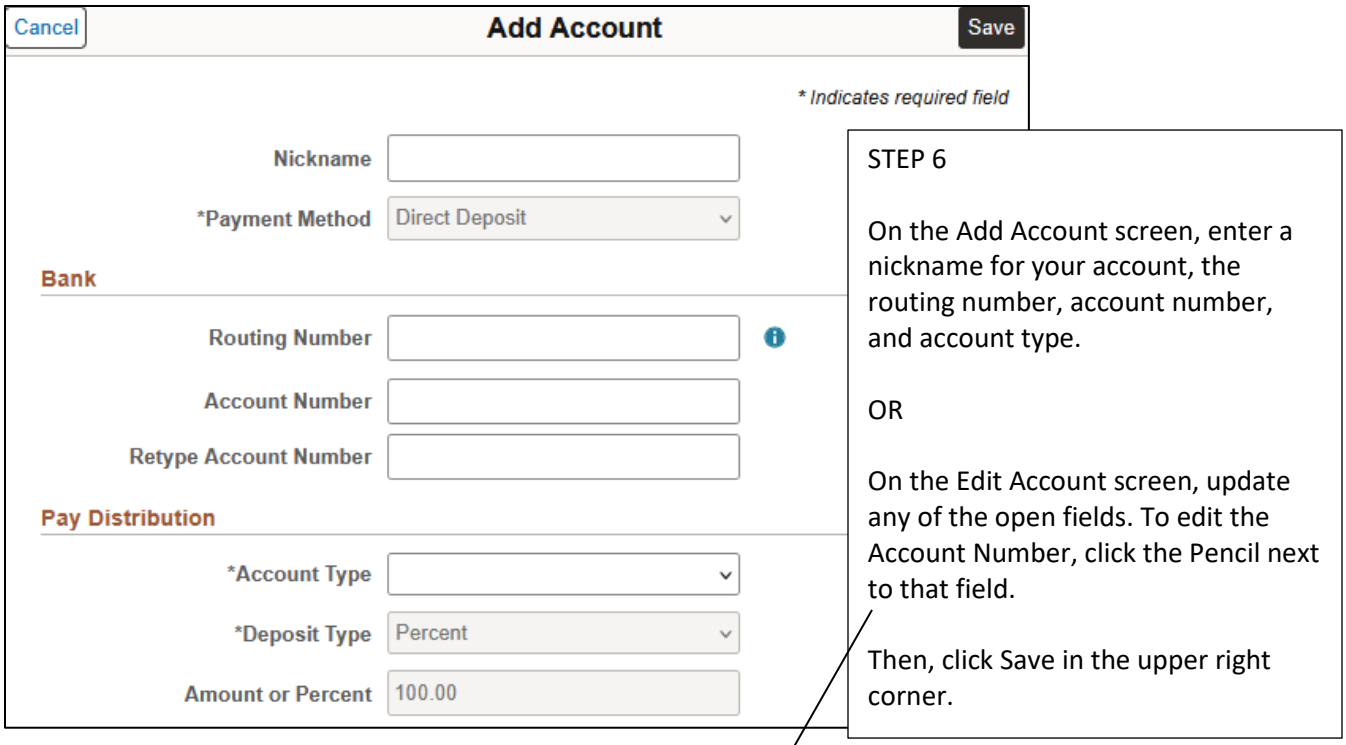


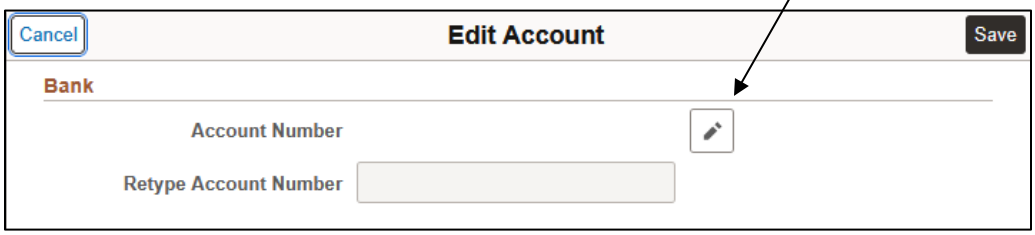
STEP 4

To access the Direct Deposit page, you will need to authenticate using PingID. Contact IT or click here to find information about PingID.









Responsibility for Correct Information

It is the employee's responsibility to ensure that the Routing and the Bank Account information is correct. Any mistake may cause a delay in paycheck distribution of up to 14 days.

Payroll will not be able to issue a replacement paycheck until the original check has been returned by the employee's financial institution. For questions, contact HrRecords@ou.edu.