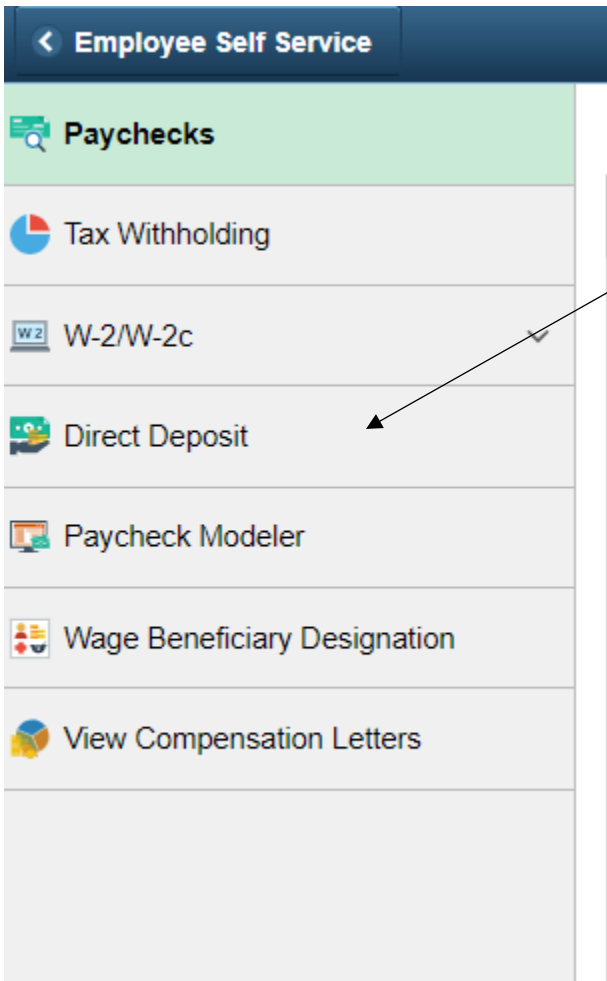


Quick Reference:

Updating or Adding Direct Deposit in Self-Service

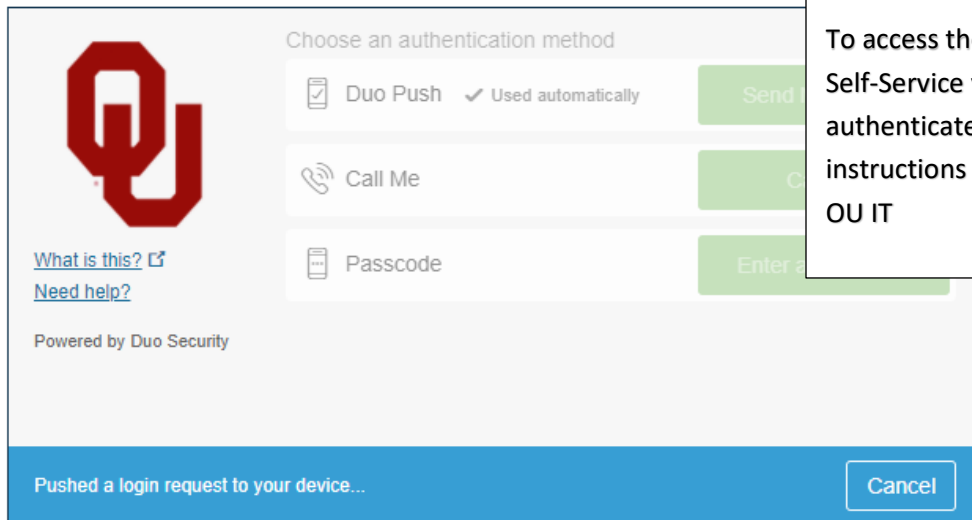
The screenshot shows the Oracle PeopleSoft login interface. At the top, the Oracle and PeopleSoft logos are displayed. A yellow box contains instructions: "Access to this system from off-campus requires two-factor authentication using Duo." Below this are two links: "Click here to register for Duo or learn more about OU's (Norman Campus Users) two-factor authentication requirements." and "Click here to register for Duo or learn more about OUHSC's (HSC Campus Users) two-factor authentication requirements." The login form includes fields for "User ID" and "Password", a "Select a Language" dropdown menu set to "English", and a green "Sign In" button. A checkbox for "Enable Screen Reader Mode" is at the bottom. A callout box labeled "STEP 1" points to the "User ID" and "Password" fields with the text: "Sign in to Selfservehc.ou.edu using your OU Net ID and password".

The screenshot shows the "Employee Self Service" home screen. The header reads "Employee Self Service". The main area contains several tiles: "Update Name & Contact" (with a document icon), "Personal Details" (with a person icon), "Payroll" (with a wallet icon and "Last Pay Date 01/15/2021"), "Open Enrollment" (with "No Enrollment Available At This Time"), "Training" (with a graduation cap icon), and "GT Paperless I9 with E-Verify" (with a document icon and "GT" logo). A callout box labeled "STEP 2" points to the "Payroll" tile with the text: "Select the Payroll Tile from Self-Service home screen".



STEP 3

Select Direct Deposit from left side menu



STEP 4

To access the Direct Deposit page via Self-Service you will need to authenticate utilizing DUO. For Duo instructions or assistance please contact OU IT

Direct Deposit

Accounts



Order	Nickname	Payment Method
1		Direct Deposit

Print Option

STEP 5

To add an account hit the + button.

To update an existing account, you will click on the account to be changed. Enter the desired new information. To update the account number, you will use the pencil icon to the right of the existing number. Once finished, hit save.

Add Account

*Nickname

*Payment Method

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount or Percent

STEP 6

After hitting the + button, an information box will pop up. Here you will enter your account name, routing number, account number and account type. Click Save when finished.

Please Note:

It is the employees' responsibility to ensure that the Routing and the Bank Account information is correct. Any mis-entry may cause a delay in paycheck distribution and could be delayed up to 14 days.

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