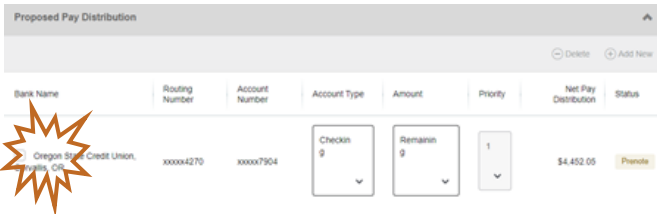


CHANGING DIRECT DEPOSIT ONLINE

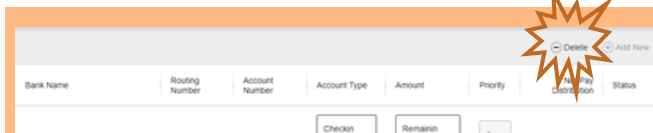
- ◆ LOG INTO EMPLOYEE SELF SERVICE AT MY.OREGONSTATE.EDU



- ◆ CHOOSE “EMPLOYEE DASHBOARD”
- ◆ SEARCH FOR DIRECT DEPOSIT
- ◆ UNDER “PROPOSED PAY DISTRIBUTION”
- ◆ CLICK THE BOX NEXT TO YOUR ACCOUNT



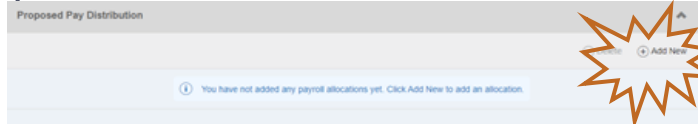
- ◆ SELECT “DELETE” AT THE TO RIGHT OF THAT SECTION
- ◆ CLICK “DELETE”



⚠ Are you sure you want to delete the selected Payroll deposits?

Cancel Delete

NOW CLICK “ADD NEW” TO SET UP THE NEW ACCOUNT



- ◆ ENTER THE BANK ROUTING NUMBER AND YOUR ACCOUNT INFORMATION

Add Payroll Allocation

Bank Routing Number: [Input Field] Account Number: [Input Field]

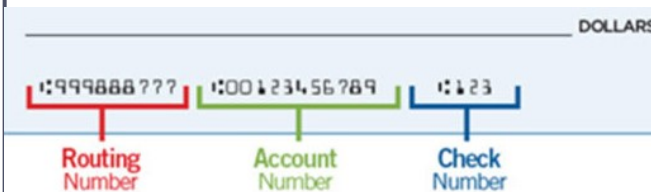
Bank Name: [Input Field] Account Type: [Dropdown: Select a Type] Priority: [Dropdown: 1]

Amount:

- Use Remaining Amount
- Use Specific Amount
- Use Percentage

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL | SAVE NEW DEPOSIT



- ◆ CHOOSE “USE REMAINING AMOUNT”
- THIS IS THE ONLY OPTION CURRENTLY ALLOWED

Amount:

- Use Remaining Amount

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL | SAVE NEW DEPOSIT

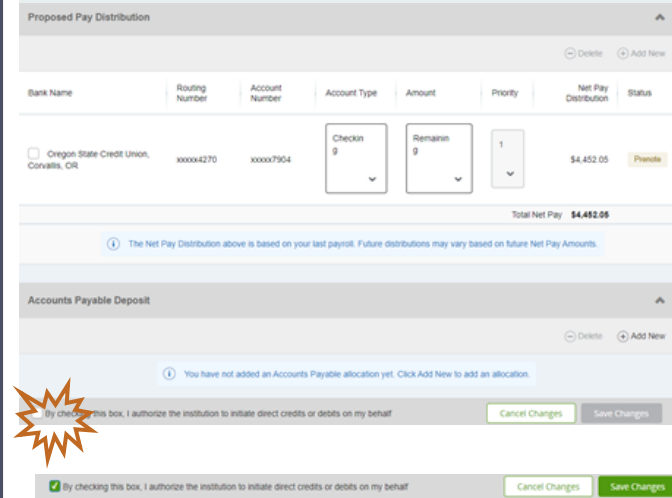
- ◆ CHECK THE “AUTHORIZATION BOX” BELOW THIS AMOUNT OPTION

- ◆ CLICK “SAVE NEW DEPOSIT”

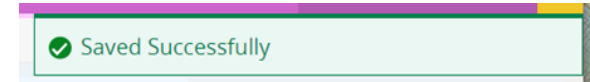
ONE MORE STEP!

You will be brought back to the main screen.

At the very bottom **check the SECOND AUTHORIZATION box.**



- ◆ Now SAVE CHANGES



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