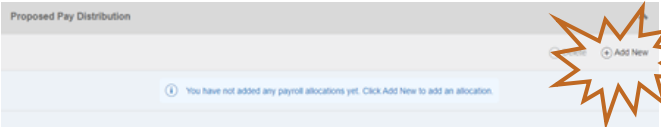


SETTING UP DIRECT DEPOSIT ONLINE

- ◆ LOG INTO EMPLOYEE SELF SERVICE AT MY.OREGONSTATE.EDU
- ◆ CHOOSE “EMPLOYEE DASHBOARD”
- ◆ SEARCH FOR DIRECT DEPOSIT

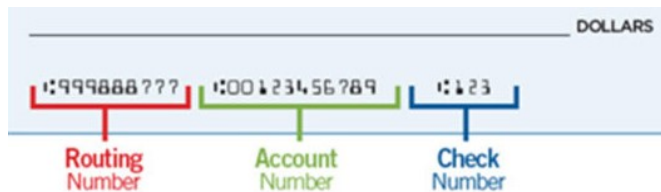


- ◆ SELECT THE DIRECT DEPOSIT RESOURCE
 - ◆ IF NEEDED; EXPAND “PROPOSED PAY DISTRIBUTION”
- ◆ CLICK “ADD NEW”



A POPUP BOX COMES UP TO ADD YOUR BANK ACCOUNT INFORMATION

- ◆ ADD THE BANK ROUTING NUMBER AND YOUR ACCOUNT NUMBER



- ◆ SELECT THE ACCOUNT TYPE—CHECKING OR SAVINGS
- ◆ CHOOSE “USE REMAINING AMOUNT”

**THIS IS THE ONLY OPTION
CURRENTLY ALLOWED**

**CHECK THE “AUTHORIZATION BOX” BELOW
THE AMOUNT OPTIONS**

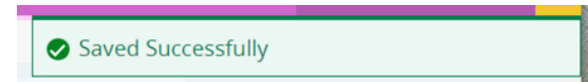
- ◆ CLICK “SAVE NEW DEPOSIT”

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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