



## Set Up or Edit your Direct Deposit Online

**Step one:** Navigate to [mysu.oregonstate.edu](http://mysu.oregonstate.edu)

**Step two:** Login using your ONID username and ONID password.

Your ONID username can be your ONID login, your OSU ID number, or your social security number. Your password is initially set up as your date of birth (MMDDYY)

**Step three:** Select *Employee*.

Then navigate to *My Employment Details*.

Oregon State University

myOSU My Personal Pages

Welcome **Employee** Admin Tools

**My Employment Details**

- [My Business Center](#)
- [Current and Past Jobs](#)
- [Direct Deposit](#)
- [Disability Status](#)
- [Ethnicity, Race or Veteran Status](#)
- [Pay Stub](#)
- [W2](#)
- [W4](#)
- [Update Email Address](#)

**Step Four:** Select *Direct Deposit*

**Step Five:** Enter your Bank information , mark *Checking* or *Savings*, and click *Next*

Bank Routing Number: \*

Account Number:\*

Checking  Savings

I would like my Payroll Direct Deposited to an account different than above

**Step Six:** Review your information and click *Submit*

**Step Seven:** Read the Direct Deposit Agreement and click *I Agree*

**To Edit your Account:** Click *Edit Direct Deposit Information* and complete the following for either Student Refund/Employee Reimbursements, Payroll or both.

### Direct Deposit Information for Student Refunds / Employee Reimbursements

Bank Routing Number: \* 323274270

Account Number:\* 0000001111

Checking  Savings  Opt Out of Direct Deposit for Reimbursements

### Direct Deposit Information for Payroll

Bank Routing Number: \* 323274270

Account Number:\* 0000001111

Checking  Savings  Opt Out of Direct Deposit for Payroll

**Next:** Click *Submit*

FOR

① 234 56 789②      ③ 234 56 7④ 100⑤

① 234 56 789②      ③ 234 56 7④

Bank Routing Number      Bank Account Number      Check #

Account Number:

Checking  Savings

Statement Delivery Org:   e-mail

## Opt Out: Stop receiving a Printed Payroll Statement

You must be signed up for direct deposit to opt out of receiving a paper copy of your earnings statement.

**Step one:** Navigate to [mysu.oregonstate.edu](http://mysu.oregonstate.edu)

**Step two:** Login using following the directions for Accessing your Earnings Statement online.

**Step three:** Select *Direct Deposit*.

**Step four:** *Select Employee*

Main Menu **Employee** Finance Personal Information

Search

**Step Five:** Select *Pay Information*

**Step Six:** Select *Choose Online Earnings Statements*

### Selection Criteria

My Choice

I consent to receive Earning Statements electronically:

**Step Seven:** Check the *My Choice* box and *Submit*.

### AABC Payroll

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