

## Introduction

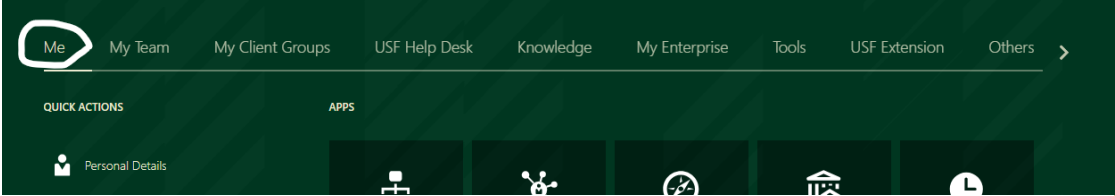
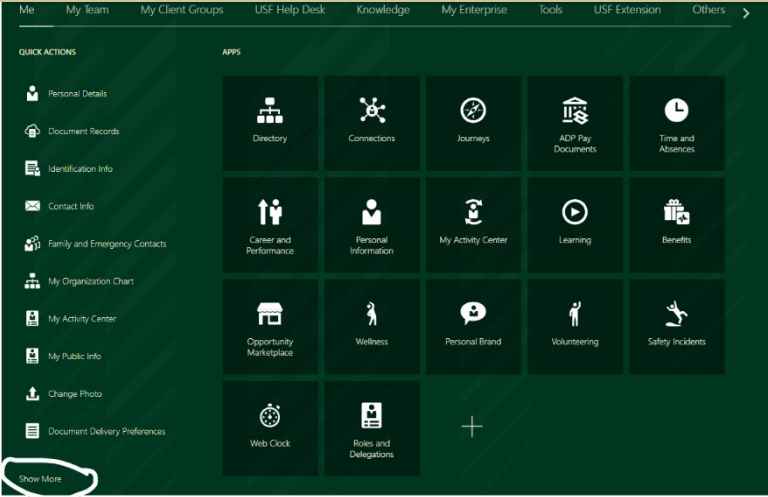
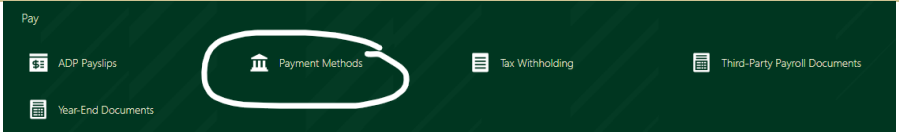
The purpose of this procedure is to be able to enter, update and change your own personal payment methods/direct deposit information

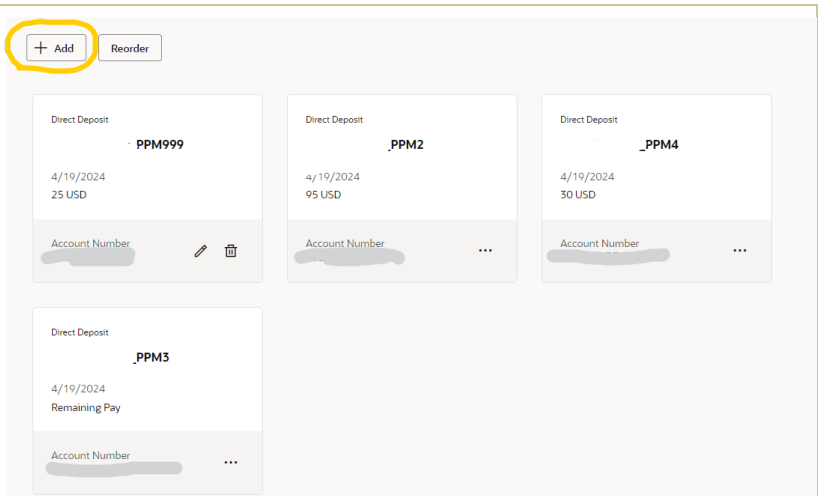
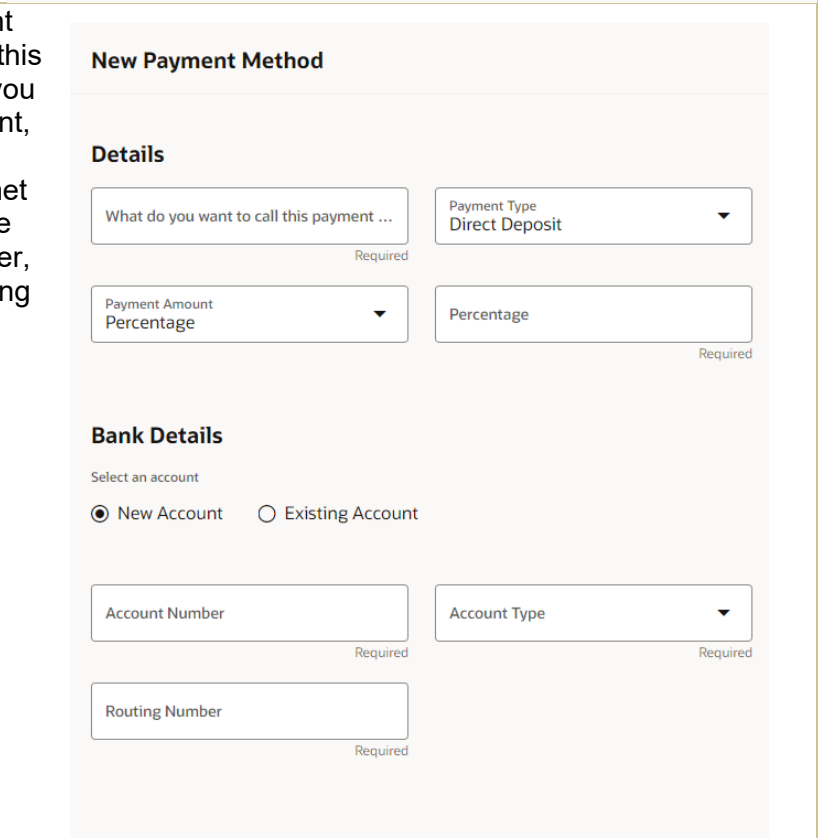
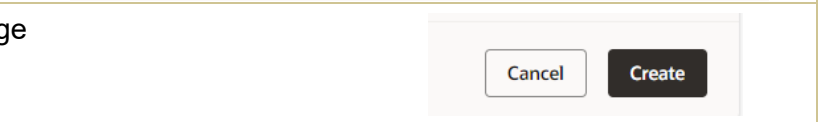
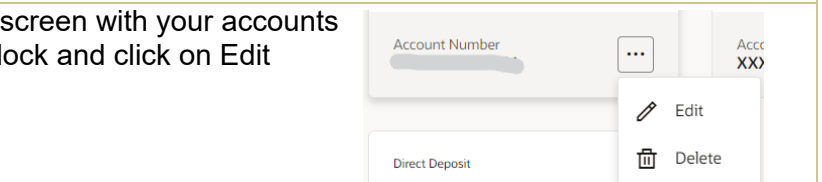
## Audience

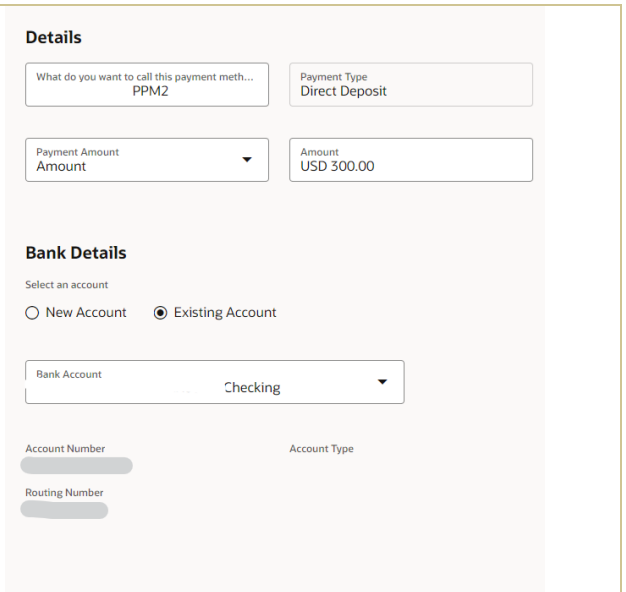

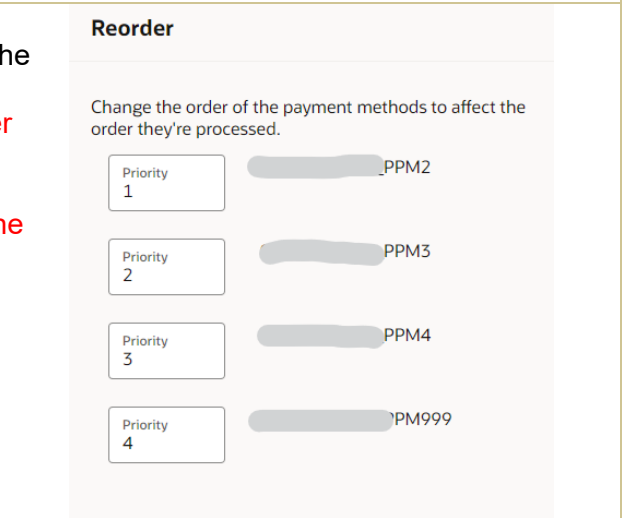
This document is intended for use by all employees who are eligible for direct deposit payment for wages.

## Steps

The steps outlined below show the navigation and the process whereby an employee can update/change/delete/reorder their direct deposit accounts. The university allows up to five accounts where one must be the default/net pay account.

Step	Details
1	<p>Log into Oracle HR cloud, navigate to the Me heading. Me is where anything for an employee (Employee Self Service) is located.</p> 
2	<p>Click on Show More</p> 
3	<p>Under the heading Pay – Click on Payment Methods</p> 
4	<p>If you have direct deposit set up, your current direct deposit information will appear here – you have multiple options that are in the below steps for editing and adding new information. If you are not enrolled in direct deposit, you will first need to click the add button, circled in yellow on this</p>

	<p>screen. PPM (personal payment method) and 999 is the net pay account and is the default account where your entire net pay is routed. PPM2, PPM3_PPM4 and PPM5 are the other accounts and the order of precedence those accounts from then net pay. They can be reordered and this is detailed in another step.</p>	
5	<p>Enter the nickname for your account that is required, enter the amount if this is a partial direct deposit. NOTE: If you are entering in a new net pay account, you need to remove or edit your existing net pay account since two net pay accounts cannot be saved at the same time. Enter the account number, account type, bank information routing number.</p>	
6	<p>Click Create at the bottom of the page</p>	
7	<p>To edit an account – go back to the screen with your accounts and select the three dots ... in the block and click on Edit</p>	

8	Change the applicable information in the edit panel	
9	Then click Update	
10	To reorder the presence from net pay, click on the reorder button next to the add button, and reorder the accounts <b>NOTE: if you already have 5 accounts populated in your direct deposit screen, the Reorder button will not appear. You will need to delete an account, click update, then begin again with the reorder. The new account you pick will always be the last account in priority.</b>	
11	Click Update	