

DIRECT DEPOSIT ENTRY ON SELF SERVICE

Oklahoma State University does not allow more than one account to be setup for an employee. The same account is required for both paycheck and travel reimbursements through accounts payable.

To prevent delays in receiving your paycheck or reimbursement, it is critical that you complete the Proposed Pay Distribution (paycheck) section and the Accounts Payable section with the same account information.

Click "Update your Direct Deposit Information"

OSU Self Service

PERSONAL INFORMATION **EMPLOYEE** FINANCE

Direct Deposit Information

The following accounts are listed in the order in which your pay will be distributed.

Pay Distribution as of Dec 22, 2021

Bank Name	Routing Number	Account Number	Account Type	Net Pay	Distribution
BANK SNB	30301437	000654321	Savings	\$1,000.00	
Total Net Pay				\$1,000.00	

Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay	Distribution	Payroll	Accounts Payable
BANK SNB	30301437	000654321	Savings	1	100.00%	\$1,000.00	Yes	Yes	
Total Net Pay						\$1,000.00			

[Update your Direct Deposit Information](#)

Click Update Direct Deposit

OSU Self Service

PERSONAL INFORMATION **EMPLOYEE** FINANCE **EMPLOYEE DASHBOARD** PROXY ACCESS 9

Direct Deposit Update

Only one account may be used for both Pay Distribution Account and Accounts Payable Deposit Account.

Please enter the same account for the Pay Distribution account and the Accounts Payable Deposit account.

Entering different Pay Distribution account and Accounts Payable Deposit account information may delay payment.

If an Accounts Payable Deposit account is entered that differs from the Pay Distribution account entered, the Accounts Payable Deposit account will not be used.

[Directions for completing direct deposit information.](#)

[Update Direct Deposit](#)

[Review Direct Deposit Allocation](#)

This will open the Direct Deposit Allocation Page

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Direct Deposit Allocation

Pay Distribution as of 12/22/2021

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
<input type="checkbox"/> JPMORGAN CHASE BANK, NA	xxxxx0648	xx3456	Checking	Active

Paycheck deposit information

Total Net Pay \$1,000.00

Proposed Pay Distribution

[Delete](#) [Add New](#)

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> JPMORGAN CHASE BANK, NA	xxxxx0648	xx3456	Checking	Remaining	1	\$1,000.00	Active

Total Net Pay \$1,000.00

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

Accounts payable deposit information

[Delete](#) [Add New](#)

Accounts Payable Deposit

Bank Name	Routing Number	Account Number	Account Type	Status
<input type="checkbox"/> JPMORGAN CHASE BANK, NA	xxxxx0648	xx3456	Checking	Active

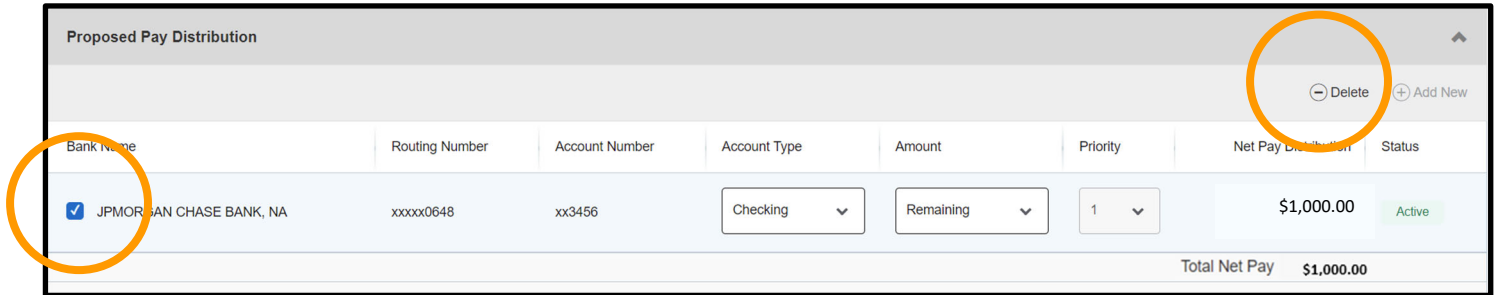
CHANGE THE PROPOSED PAY DISTRIBUTION ACCOUNT

Step 1 – Delete the Current Proposed Pay Distribution (Payroll) Account

If you have not previously set up an account, you will not have an account to delete. Skip this step.

Only one account can be setup at a time. To replace the current account and add new account information, you must first delete the existing information.

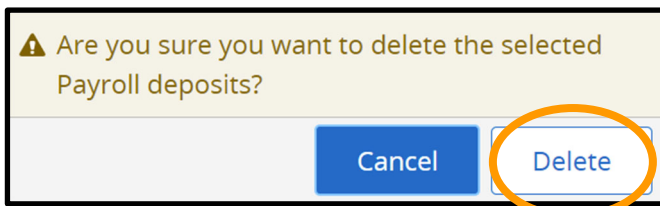
Under Proposed Pay Distribution, check the box next to the account and click “delete”.



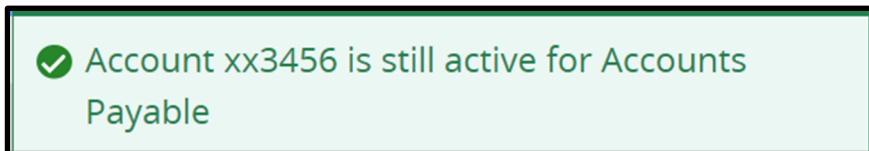
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input checked="" type="checkbox"/> JPMORGAN CHASE BANK, NA	xxxxx0648	xx3456	Checking	Remaining	1	\$1,000.00	Active

Total Net Pay \$1,000.00

A pop-up message will confirm you want to delete the information. Click “delete”.



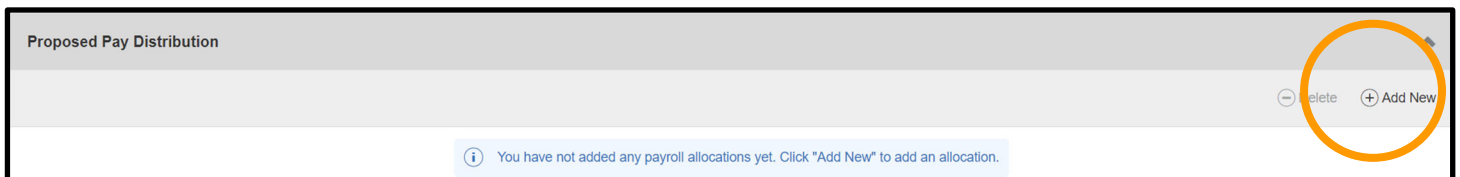
You may see this message. It is okay to proceed.



You will update the Accounts Payable Deposit account after you enter the Proposed Pay Distribution account.

Step 2 – Add the New Proposed Pay Distribution (Payroll) account

Under Proposed Pay Distribution click “Add New”



The Add Payroll Allocation page will open. Choose "Create New"

Add Payroll Allocation ✕

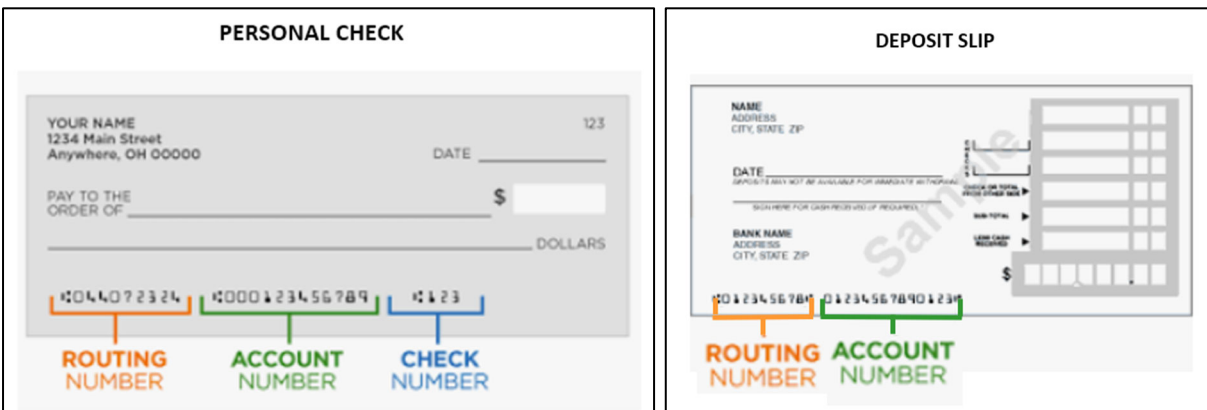
Choose an option:

Create from existing account information

Create new

Gather your account information. It is **VERY IMPORTANT** that you enter correct information. If you are in doubt, contact your bank.

You can find your routing number and account number on your personal check or deposit slip:



Enter your account information.

Bank Routing Number i

Bank Name

Bank Routing Number is also called the ABA number that is used to identify the bank you want the deposit to go to. This is the first 9 digits listed on the bottom of your personal check or direct deposit slip. Some banks have different routing numbers for checking and savings accounts. If you are unsure, contact your bank.

Your Bank Name will populate when you enter your Bank Routing Number. Verify the bank name is correct.

Account Number



Verify Account Number

Account Number

Verify Account Number

Your account number is the actual number linked to your account. This is not your debit card number. If you are unsure, contact your bank.

Account Type

Select a Type



Select the type of account (Checking or Savings).

It is important that you verify the Bank Routing Number is correct for the account type.

Amount

- Use Remaining Amount
- Use Specific Amount
- Use Percentage

Only one bank account may be setup so "Use Remaining Amount" must be selected.

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

This is required. You must authorize us to make direct deposits and the authority to reverse a deposit made in error. You must be an authorized signer on the account to check this box.

Click "Save New Deposit"

CANCEL

SAVE NEW DEPOSIT

Step 3 - Review the new bank account information listed under the Proposed Pay Distribution

Proposed Pay Distribution							
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> BANK SNB	xxxxx1437	xxxxx4321	Savings	Remaining	1	\$1,000.00	Active
						Total Net Pay	\$1,000.00

UPDATE THE ACCOUNTS PAYABLE DEPOSIT ACCOUNT INFORMATION

Step 4 – Delete the current Accounts Payable Deposit account

If you have not previously set up an account, you will not have an account to delete. Skip this step.

Under Accounts Payable Deposit, check the box next to the account and click “delete”

Accounts Payable Deposit					
Bank Name	Routing Number	Account Number	Account Type	Status	
<input checked="" type="checkbox"/> JPMORGAN CHASE BANK, NA	xxxxx0648	xx3456	Checking	Active	<input type="button" value="Delete"/> <input type="button" value="Add New"/>

A pop-up message will confirm you want to delete the information. Click “delete”.

⚠ Are you sure you want to delete this Accounts Payable deposit?

Step 5 – Add the New Proposed Pay Distribution (Payroll) account as the Accounts Payable Deposit account

Under Accounts Payable Deposit, click “Add New”

Accounts Payable Deposit	
<input type="button" value="Delete"/>	<input checked="" type="button" value="Add New"/>

The Add Accounts Payable Deposit page will open. Choose "Create from existing account information". Select the one available account (the Proposed Pay Distribution account).

NOTE: Although, the system will allow you to enter an account that is different from the Proposed Pay Distribution account, creating a new account here may result in delays in payments.

Add Accounts Payable Deposit

Choose an option:

Create from existing account information

Select existing account

JPMORGAN CHASE BANK, NA
Account: xxxxx4321

Check the box to authorize the Accounts Payable Deposit account.

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

Click "Save New Deposit"

CANCEL | SAVE NEW DEPOSIT

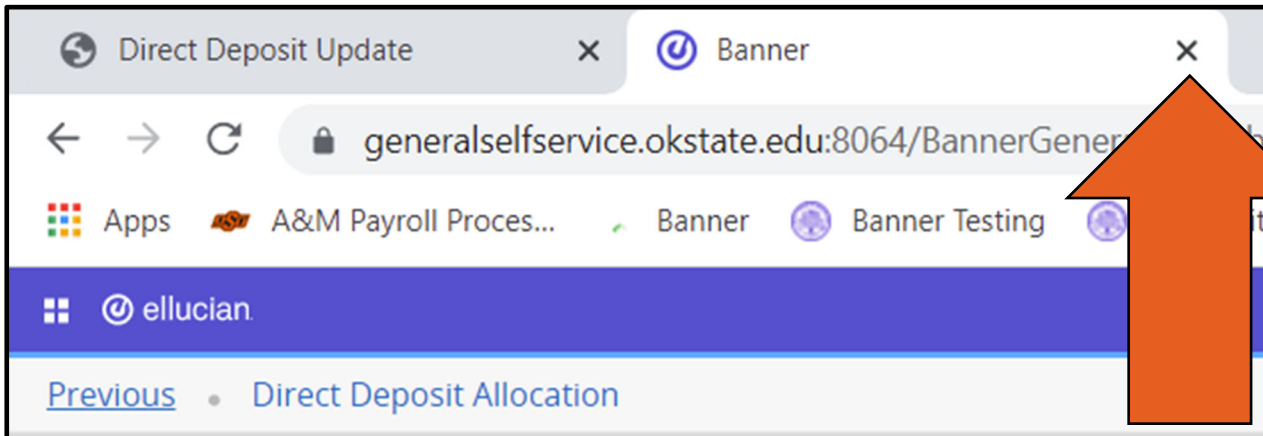
Step 6 – Verify the Accounts Payable Deposit account information

The Accounts Payable Deposit account information should list the same information as the Proposed Pay Distribution account.

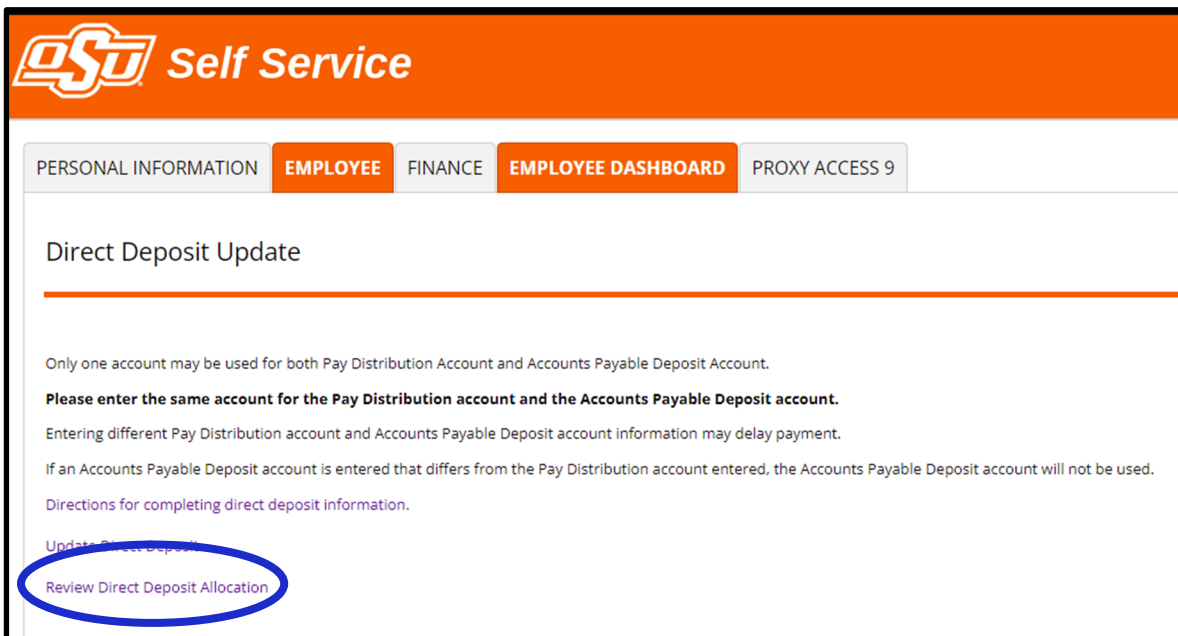
Bank Name	Routing Number	Account Number	Account Type	Status
<input type="checkbox"/> JPMORGAN CHASE BANK, NA	xxxxx0648	xxxxx4321	Savings	Active

Step 7 – One last look

Close Banner tab



Click Review Direct Deposit Allocation



Review the updated information

OSU Self Service

PERSONAL INFORMATION **EMPLOYEE** FINANCE

Direct Deposit Information

The following accounts are listed in the order in which your pay will be distributed.

Account Number	Account Type	Net Pay	Distribution
54321	Savings	\$1,000.00	
		\$1,000.00	

Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution	Payroll	Accounts Payable
BANK SNB	30301437	000654321	Savings	1	100.00%	\$1,000.00	Yes	Yes
Total Net Pay						\$1,000.00		

Callouts:

- The new account will be used for payments after this as of date.
- Verify the bank name
- Double check the account number and account type
- Both Payroll and Accounts Payable must be Yes.

NOTE: Your banking information may show on 2 lines.

Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution	Payroll	Accounts Payable
BANK SNB	30301437	000654321	Savings	1	100.00%	\$1,000.00	Yes	No
BANK SNB	30301437	000654321	Savings	1	100.00%		No	Yes
Total Net Pay						\$1,000.00		

Callout: Verify bank information is the same on both lines

If everything is correct your direct deposit is setup and ready to be used on the next available pay day.