



Employee Self-Service Direct Deposit

First time users:

Enroll in Direct Deposit with a single account via [Employee Self Service](#) using your name.#, password and BuckeyePass method.

1. Click on "Add Account"

Direct Deposit
[Redacted Name]

You have not added any direct deposit account information.

[Add Account](#)

[Return to Time and Pay](#)

2. Enter bank routing number located at bottom of check (see picture of voided check) or use drop down box to locate bank routing number **Note:** to view bank name, click on hour glass beside Routing Number and search by Bank ID or Bank Name
3. Enter account number (see picture of voided check)
4. Retype account number (see picture of voided check)
5. Select account type using drop down arrow (checking or savings)
6. Select/Enter "Balance of Net Pay" as Deposit Type ([Balance of net pay means your entire check will be deposited into this account](#))
7. Leave Amount or Percent box blank – for first time entry with a single account
8. Deposit order must be "999" for Balance of Net Pay Account
9. Click "Submit" button to save
10. Verify Identity: Type in the last four digits of your Social Security number and hit continue.

NOTE: If you are a Foreign National and do not have a permanent United States social security number, please contact the payroll department for the temporary number assigned by the Payroll system.



Direct Deposit
Add Direct Deposit

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

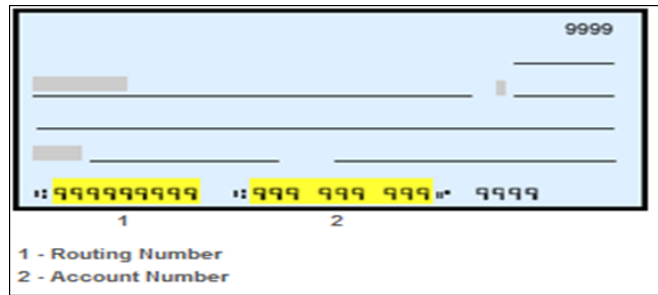
*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

* Required Field

[Return to Direct Deposit](#)



Verify Identity

To protect your privacy, verify your identity by typing the last four digits of your Social Security Number. If you are not this user, click [Sign Out](#).

Enter the last four digits of your SSN here.

Direct Deposit
Submit Confirmation

The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

Search by: Bank ID begins with

[Advanced Lookup](#)

Search Results

View 100 First 1 of 1 Last

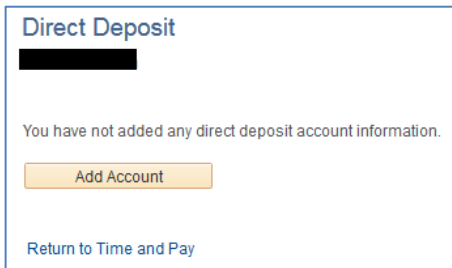
Bank ID	Bank Name	Address Line 1	City	State	Postal Code
044000037	JPMorgan Chase Bank, NA	707 Brookseidge Pl Dr	Columbus	OH	(blank)



First time users - Multiple Accounts:

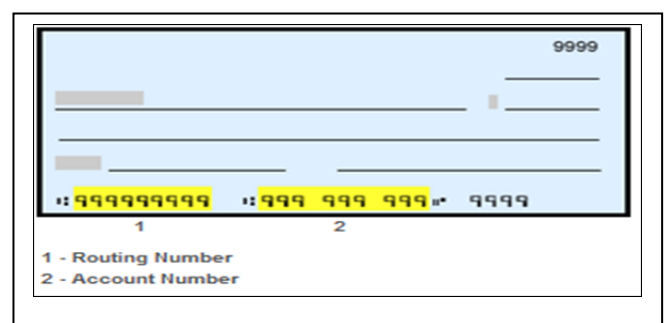
Enroll in Direct Deposit for the first time with multiple accounts via [Employee Self Service](#) using your name.#, password and BuckeyePass method.

1. Click on "Add Account"



2. Enter bank routing number located at bottom of check (see picture of voided check) or use drop down box to locate bank routing number.
3. Enter account number (see picture of voided check)
4. Retype account number (see picture of voided check)
5. Select account type using drop down arrow (checking or savings)
6. Select/Enter "Balance of Net Pay" as Deposit Type ("Balance of Net Pay" must be entered first)(Using balance on net pay indicates that any funds left on your check after your other account(s) will be deposited into this account)
7. Leave Amount or Percent box blank – for first time entry with a single account
8. Deposit order must be "999" for Balance of Net Pay Account
9. Click "Submit" button to save
10. Click on "Return to Direct Deposit"
11. Follow steps 2 – 5 above and enter information for an additional account
12. Select/Enter the Deposit Type
13. Enter an Amount or Percent
14. Enter a number for your "Deposit Order"- any number > 1 and < 999
15. Select "Submit" to Save
16. Click on Return to Direct Deposit or Select "Add Account" for additional accounts – maximum number of accounts is 10
17. Verify Identity: Type in the last four digits of your Social Security number and hit continue.

NOTE: If you are a Foreign National and do not have a permanent United States social security number, please contact the payroll department for the temporary number assigned by the Payroll system.





Direct Deposit

Add Direct Deposit

[Redacted]

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

* Required Field

[Return to Direct Deposit](#)

Direct Deposit

Submit Confirmation

The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

Verify Identity

To protect your privacy, verify your identity by typing the last four digits of your Social Security Number. If you are not this user, click [Sign Out](#).

Enter the last four digits of your SSN here.



Add 1 or more accounts to an existing account

Add additional Direct Deposit accounts via [Employee Self Service](#) using your name.#, password and BuckeyePass method.

1. Click on "Add Account"
2. Enter bank routing number located at bottom of check (see picture of voided check) or use drop down box to locate bank routing number.
3. Enter account number (see picture of voided check)
4. Retype account number (see picture of voided check)
5. Select \$ or % for Deposit Type.
6. Enter Amount or Percent
7. Enter a number for your "Deposit Order" - any number > 1 and < 999
8. Select "Submit" to Save
9. Click on Return to Direct Deposit or Select "Add Account" to add additional accounts – no more than 9 accounts
10. Verify Identity: Type in the last four digits of your Social Security number and hit continue.

NOTE: If you are a Foreign National and do not have a permanent United States social security number, please contact the payroll department for the temporary number assigned by the Payroll system.

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order		
Checking	044000037	123456789	Balance of Net Pay	999	Edit	Delete

Add Account

Direct Deposit
Add Direct Deposit

Your Bank Information

Routing Number View Check Example

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

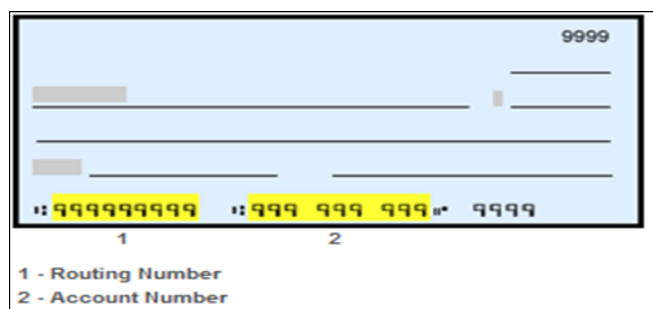
Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

Submit

* Required Field


[Return to Direct Deposit](#)





Direct Deposit

Submit Confirmation

 The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

Verify Identity

To protect your privacy, verify your identity by typing the last four digits of your Social Security Number. If you are not this user, click **Sign Out**.

Enter the last four digits of your SSN here.



Change Bank accounts on an Existing Direct Deposit

Replace/Change Direct Deposit accounts via [Employee Self Service](#) using your name.#, password and BuckeyePass method.

1. Select the "edit" button of the account you wish to replace/change.

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order	
Checking	044000037	123456789	Balance of Net Pay	999		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="button" value="Add Account"/>						

2. Enter/update the routing number
3. Enter/update the account number
4. Retype account number (see picture of voided check)
5. Update the Account Type, Deposit Type, \$ or %, Amount or Percent figure, and Deposit Order as needed
6. Click on Submit to save.
7. Verify Identity: Type in the last four digits of your Social Security number and hit continue.

NOTE: If you are a Foreign National and do not have a permanent United States social security number, please contact the payroll department for the temporary number assigned by the Payroll system.

Direct Deposit
Add Direct Deposit

Your Bank Information

Routing Number

Distribution Instructions

Account Number

Retype Account Number

*Account Type

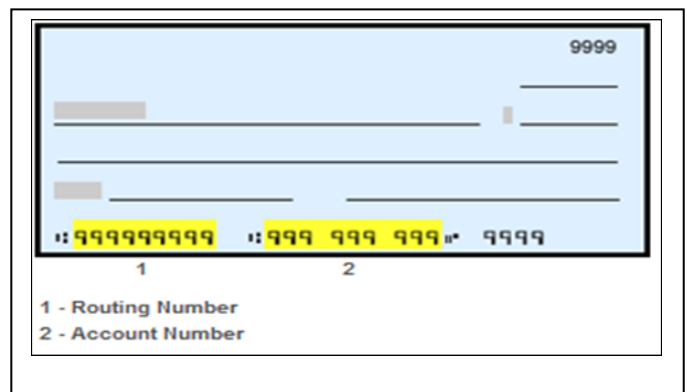
*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

* Required Field


[Return to Direct Deposit](#)





Direct Deposit

Submit Confirmation

 The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

Verify Identity

To protect your privacy, verify your identity by typing the last four digits of your Social Security Number. If you are not this user, click [Sign Out](#).

Enter the last four digits of your SSN here.



Make an existing account your Balance of Net pay account.

Make an existing Direct Deposit account your Balance of Net pay via [Employee Self Service](#) using your name.#, password and BuckeyePass method.

1. Select the "delete" tab on the account you wish to make your balance on net pay account.
2. Delete the account.
3. Click on Submit to save.
4. Click on the edit button on your balance of net pay account and put in the routing number and account number for the account your just deleted.
5. Click on Submit to save.
6. If you need to set up your former balance of net pay account as a fixed amount or percent just follow the direction below to add the account.
7. Click on "Add Account"
8. Enter bank routing number located at bottom of check (see picture of voided check) or use drop down box to locate bank routing number.
9. Enter account number (see picture of voided check)
10. Retype account number (see picture of voided check)
11. Select \$ or % for Deposit Type.
12. Enter Amount or Percent
13. Enter a number for your "Deposit Order"- any number > 1 and < 999
14. Select "Submit" to Save
15. Verify Identity: Type in the last four digits of your Social Security number and hit continue.

NOTE: *If you are a Foreign National and do not have a permanent United States social security number, please contact the payroll department for the temporary number assigned by the Payroll system.*



Cancel/Stop Direct Deposit completely

Cancel or stop your Direct Deposit via [Employee Self Service](#) using your name.#, password and BuckeyePass method.

1. Select the "delete" tab on the first account you wish to delete (must delete the Balance of Net Pay account last).

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order	
Checking	044000037	1234567	Amount	\$200.00	2	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Checking	044000037	12345678	Amount	\$50.00	3	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Checking	044000037	123456789	Balance of Net Pay		999	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

2. Continue to click on the edit button until all accounts have been deleted
3. Click on the Submit to Save.
4. Verify Identity: Type in the last four digits of your Social Security number and hit continue.
5. Your future pay check will be paper checks mailed to your home address so please make sure to verify your home address is correct in Employee Self- Service.

NOTE: If you are a Foreign National and do not have a permanent United States social security number, please contact the payroll department for the temporary number assigned by the Payroll system.

Direct Deposit

Delete Confirmation

Are you sure you want to delete this Deposit Account: 12584?

Direct Deposit

Submit Confirmation

The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.



Verify Identity

To protect your privacy, verify your identity by typing the last four digits of your Social Security Number. If you are not this user, click **Sign Out**.

Enter the last four digits of your SSN here.

The image shows a standard Windows-style dialog box with a title bar, a close button (X), and a scrollable area. The text is centered and uses a sans-serif font. The buttons are light blue with black text.

Please note: Once you have submitted your direct deposit entries and have returned to the main menu page, you can no longer make changes/corrections to your direct deposit until the next day.

If you attempt to make additional changes on the same day, you will see the following message *"Multiple direct deposit changes are not allowed in the same day. As you have already entered a direct deposit change today, please try again tomorrow."*