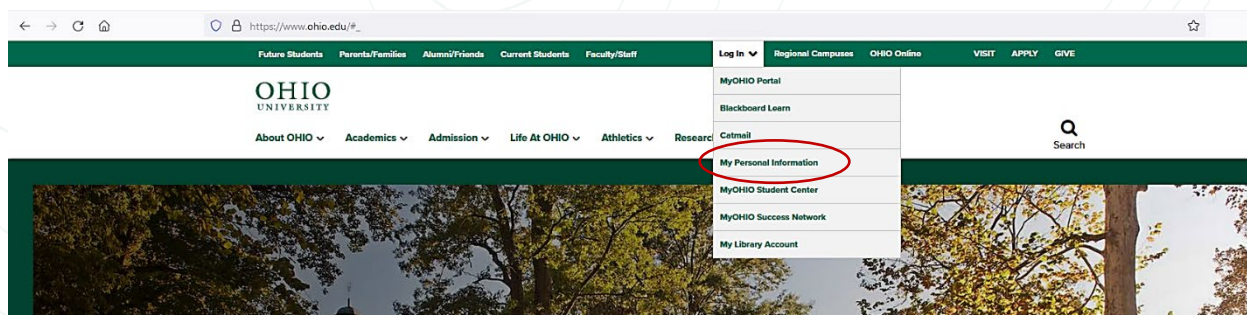
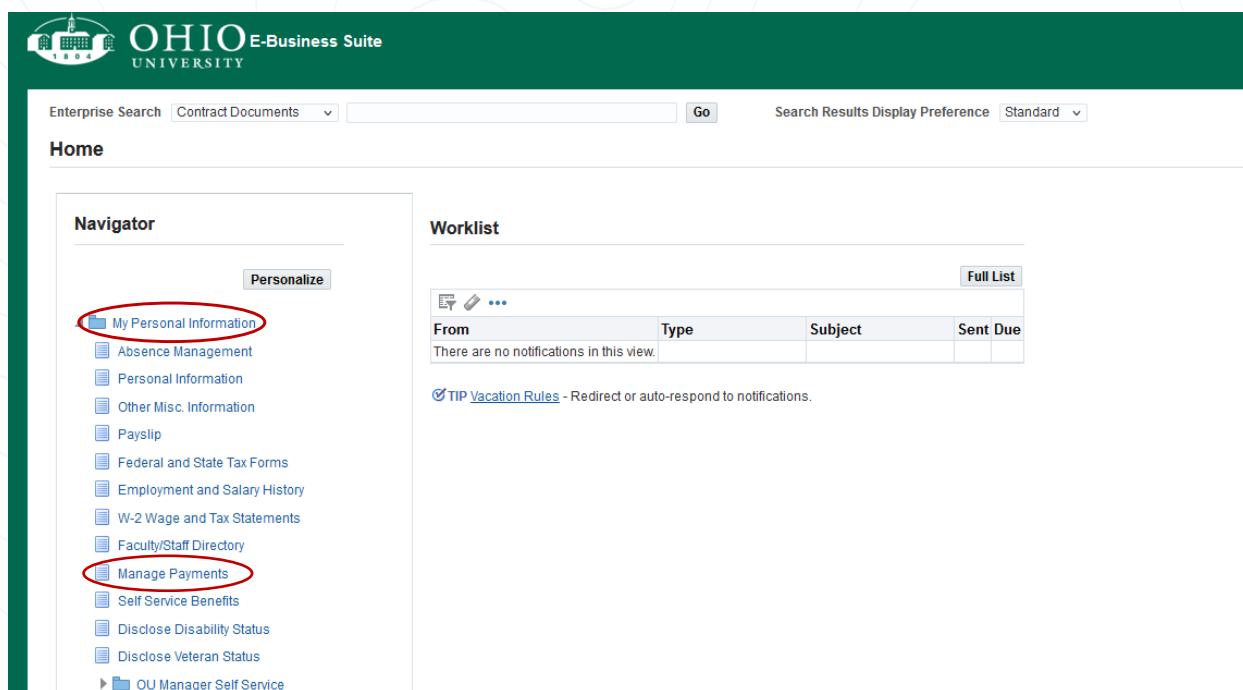


Direct Deposit Instructions

1. Go to www.ohio.edu and click the Log In tab. Then select My Personal Information



2. Click on My Personal Information to open the drop down menu, then select Manage Payments



3. On the Manage Payments page, you can add new Deposit Payment information, or update your current Deposit Payment Information.

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.
* Indicates required field

Employee Payments for Next Payroll Period

One of your Payment Methods must be selected for Accounts Payable (AP) Reimbursements that you may receive. Do not mark more than one.

Note: If you would like to add, delete, or update a payment method and the buttons to make these changes are not displayed on the screen below, this indicates that the payroll processing for your next pay has begun and you cannot make changes to your account until after your next pay date. A calendar of processing dates and pay dates for each payroll can be found at: <https://www.ohio.edu/hr/compensation-pay/payroll-schedules>

Add Deposit Payment ***