Purpose: This procedure details how to access and login to My Personal Information and Manage Payments for direct deposit. This document also details how to add a direct deposit payment, edit, delete, and change priority for account details.

For Questions Contact: Employee Service Center (ESC), 740.593.1636, uhr@ohio.edu

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ACCESS EMPLOYEE SELF SERVICE: MY PERSONAL INFORMATION

My Personal Information Login

Direct deposit options for payroll checks were expanded with the upgrade to Oracle R12. Employees may now provide up to six (6) different accounts with the option of specifying either a flat dollar amount or percentage of pay to be deposited to each one. One account must be specified to receive “AP Reimbursement” (AP reimbursements pertaining to travel or relocation).

**ATTN: ONE ACCOUNT MUST BE SPECIFIED TO RECEIVE “AP REIMBURSEMENT.”**

**THIS IS THE ACCOUNT THAT YOUR AP REIMBURSEMENT WILL BE DEPOSITED INTO.**

1. Visit: [https://myhr.ohio.edu/](https://myhr.ohio.edu/)
2. Click My Personal Information.
3. Click **My Personal Information** (use your OHIO ID and Password).
ATTN: SECRET CHALLENGE QUESTIONS ARE REQUIRED FOR ACCESS.

4. Enter your **Ohio ID** and **Password** and click **Login**.

5. Click the + to expand your **My Personal Information** folder.
6. Click Manage Payments.
ADD A DIRECT DEPOSIT ACCOUNT

1. Click the Add Deposit Payment button.

2. In the Amount Type field, click Flat Amount or Percentage and enter the dollar amount or percentage amount. **NOTE:** A Flat Amount is entered with a decimal point. Example: A flat amount of five hundred dollars is entered as 500.00. A percentage is entered as a whole number. Example: Fifty percent is entered as 50 (no decimal point required).

3. In the AP Reimbursement field, click Yes or No to specify if this is the account where AP Reimbursements should be deposited. This is a required field.
WARNING: IF YOU WOULD LIKE TO SETUP A COMPLETELY SEPARATE ACCOUNT FOR “AP REIMBURSEMENT,” YOU MUST “ADD DEPOSIT PAYMENT” AND SETUP THE ACCOUNT WITH A MINIMUM OF $1 (FLAT AMOUNT) TO BE DIRECT DEPOSITED PER PAY.

4. In the Account Holder’s Name field, enter the Individual authorized to perform transactions on the account. This is based on the account holder’s name as well as the signature cards on file for this specific account.

5. In the Account Type filed, click Checking Account or Savings Account.

6. In the Account Number field, enter your Account Number. This is the account number the financial institution assigned to your account. This number, along with the bank routing number, is typically displayed on checks and statements.

WARNING: YOUR BANK ACCOUNT NUMBER IS NOT YOUR DEBIT CARD NUMBER.
7. In the Transit Code field, enter your Transit Code. This is your bank’s nine-digit Routing Number. **NOTE:** You may search for an institution based on the transit code or a portion of the institution’s name. To search for an institution, enter your bank’s transit code (or a portion of the code) and click the Magnifying Glass icon. Example: The Ohio University Credit Union’s transit code is **244273826**. Upon display, click the radio button to select the appropriate institution, and click Select.

**REMINDER:** Do not use numbers from a Deposit Slip or your Debit Card Number.
8. If you do not know your bank’s *Transit Code*, you may search by your institution’s name.

Click the **Magnifying Glass** icon. Click the *Search By* down arrow, and click *Description*. Enter a brief description, such as “Hocking.” Upon display, click the *radio button* to select the appropriate institution, and click **Select**.

![Screen capture showing search results](image)

**ATTN:** IF YOUR FINANCIAL INSTITUTION DOES NOT DISPLAY, CONTACT PAYROLL SERVICES AT 740.593.1860 TO REQUEST TO HAVE IT ADDED. ADDITIONALLY, COMPLETE A PAPER FORM FOR YOUR DIRECT DEPOSIT.

9. Confirm that you entered all of your information correctly.

10. When you are finished completing the fields, click **Apply**.

![Screen capture showing add payment page](image)

11. If you would like to add another *Deposit Payment*, click the **Add Another** button.
REMINDER: If you would like to setup a completely separate account for your “AP Reimbursement,” you must Add Deposit Payment and setup the account with a minimum of $1 (Flat Amount) to be direct deposited per pay.

12. *Priority* is the (account) order in which your payroll is distributed. To change the order of priority, enter the desired number in the field for the appropriate account. Priority is assigned numerically, with 1 being the highest priority, 2 being next, etc.

ATTN: IF YOUR NET INCOME IS LESS THAN YOUR PRIORITIZED DEPOSITS, THE LOWER PRIORITY ACCOUNT/S WILL NOT RECEIVE A DEPOSIT.

13. Verify your payments and click Continue.
Transit Codes for Local Banks, Athens

Your Transit Code is very important. If you do not know your code, please contact your financial institution to inquire.

WARNING: THE FOLLOWING TRANSIT CODES ARE FOR ATHENS LOCATIONS ONLY.

<table>
<thead>
<tr>
<th>Local Banks (Athens, OH)</th>
<th>Transit Code/Routing Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Century National Bank</td>
<td>244172095</td>
</tr>
<tr>
<td>JP Morgan Chase Bank</td>
<td>044000037</td>
</tr>
<tr>
<td>Citizens Bank Logan</td>
<td>044114716</td>
</tr>
<tr>
<td>Hocking Valley Bank</td>
<td>044201030</td>
</tr>
<tr>
<td>Ohio University Credit Union</td>
<td>244273826</td>
</tr>
<tr>
<td>WesBanco Bank Wheeling</td>
<td>043400036</td>
</tr>
</tbody>
</table>

To Edit or Delete an Account for Direct Deposit

This screen displays your existing information. Here, you may do the following: edit, delete, change priority for account details and specify one account to receive “AP Reimbursement” (AP reimbursements pertaining to travel or relocation).

1. Login to My Personal Information.
2. Click the + to expand your My Personal Information folder.
3. Click Manage Payments.
4. To make a revision, click the Pencil icon for the appropriate line. Make the necessary changes and click Apply.

5. To delete a deposit account, click the Trash Can icon for the appropriate line.

6. To modify the Priority, click inside the field and enter the desired number. Priority is assigned numerically, with 1 being the highest priority, 2 being next, etc.

**ATTN:** Be sure to select the “AP Reimbursement” checkbox for the desired account. This is the account that your AP Reimbursement will be deposited into.

7. Verify your payments and click Continue.

**Manage Payments Review**

The Manage Payments Review screen displays the Current and Proposed information. Verify your payment information is correct and click Submit.

**Confirmation**

The Confirmation screen displays. Click Home.
VIEW YOUR PAYSILP FOR MULTIPLE DIRECT DEPOSITS

1. To return to the Oracle Applications Home Page, click Home.
2. Click Payslip. The most current payslip is displayed.

3. To view your Net Payment Distribution, scroll to the bottom of your payslip.
LOGOUT

To ensure your privacy, when you have completed your session, click Logout.

DIRECT DEPOSIT PAPER FORM

ATTN: IF YOUR FINANCIAL INSTITUTION DOES NOT DISPLAY IN MANAGE PAYMENTS, CONTACT PAYROLL SERVICES AT 740.593.1860 TO REQUEST TO HAVE IT ADDED. ADDITIONALLY, COMPLETE A PAPER FORM FOR YOUR DIRECT DEPOSIT.

1. The Direct Deposit paper form is available online:
   https://www.ohio.edu/finance/payroll/upload/PR_Direct_Deposit_Revised-8-10-15.pdf
2. This form may be completed and returned to Payroll Services.

   ATTN: ONE ACCOUNT MUST BE SPECIFIED TO RECEIVE “AP REIMBURSEMENT.”
   THIS IS THE ACCOUNT THAT YOUR AP REIMBURSEMENT WILL BE DEPOSITED INTO.