

Setting up Direct Deposit on MyOregonState

From MyOregonState select Online Services Employee Dashboard link

The screenshot shows the MyOregonState Employee Dashboard. The browser address bar displays my.oregonstate.edu. The page header includes the Oregon State University logo and the text "Employee Dashboard Beta". Navigation links for "Overview", "Resources", and "Beta" are visible. The "Overview" section contains several widgets: "Employee Tools" with links to "Empcenter" (Time sheets and time off) and "Evals" (Electronic performance evaluation system); "IT System Status" with a message "All IT systems operating normally." and a link to "View more at status portal"; and a "Trending" list of links including Banner, Web for Advisors, PennyBuy, COOP Reports, Box, DocuSign, MyDegrees, Pay Stub, Online Services Employee Dashboard, and Nolij. A purple arrow points from the top left towards the "Online Services Employee Dashboard" link in the trending list.

From the Employee Dashboard select the Direct Deposit Information link

The screenshot shows the Oregon State University Employee Dashboard. At the top, there is a navigation bar with the OSU logo and the text 'Employee Dashboard'. Below this, there is a section for 'Employee Dashboard' with a user profile picture and a 'My Profile' button. To the right, there is a note: 'Note: balances may not reflect most recent leave taken. For up-to-date balances, log in to EmpCenter'. Below the note is a table of leave balances:

Sick Leave in hours	[Green bar]	Vacation Leave in hours	[Green bar]	Personal Leave in hours	[Yellow bar]
Furlough Leave in hours	[Yellow bar]	Compensatory Time in hours	[Yellow bar]	Exchange Leave in hours	[Yellow bar]

Below the leave balances is a 'Full Leave Balance Information' link. The main content area is divided into two columns. The left column has a 'Pay Information' section with links for 'Latest Pay Stub: 03/31/2020', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. Below this are sections for 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. The right column has a 'My Activities' section with a link for 'Electronic Personnel Action Forms (EPAF)'. A purple arrow points from the 'Direct Deposit Information' link in the 'Pay Information' section to the instruction above.

From the direct deposit screen click on *Edit Direct Deposit Information*

The screenshot shows the 'Review Direct Deposit Information' screen. At the top, there is a navigation bar with the OSU logo and the text 'OSU Oregon State UNIVERSITY'. Below this is a 'Main Menu' section with tabs for 'Main Menu', 'Employee', 'Finance', and 'Personal Information'. There is a search bar with a 'Go' button. The main content area is titled 'Review Direct Deposit Information for Student Refunds / Employee Reimbursements'. Below this title are two sections: 'Review Direct Deposit Information for Student Refunds / Employee Reimbursements' and 'Review Direct Deposit Information for Payroll'. Each section has fields for 'Bank Routing Number:', 'Account Number:', 'Account Type:', and 'Status:'. At the bottom, there are two buttons: 'Edit Direct Deposit Information' and 'Return to Main Menu'. A red arrow points to the 'Edit Direct Deposit Information' button. Below the buttons is the text 'RELEASE: 8.0 OSU' and a copyright notice: '© 2020 Ellucian Company L.P. and its affiliates'.

Direct deposit can be set up for Student Refunds, Student/Employee Reimbursements, and Payroll by completing the sections below with routing number and account number. Be sure to select if the account type is checking or savings, and click on submit to complete.

Main Menu Employee Finance Personal Information

Search Go

Edit Direct Deposit Information

PLEASE NOTE: No foreign banks or investment accounts are allowed

Direct Deposit Information for Student Refunds / Employee Reimbursements

Bank Routing Number: *

Account Number: *

Checking Savings Opt Out of Direct Deposit for Reimbursements

Direct Deposit Information for Payroll

Bank Routing Number: *

Account Number: *

Checking Savings Opt Out of Direct Deposit for Payroll

RELEASE: 8.0 OSU

Example on where to find your routing and account number on a check

