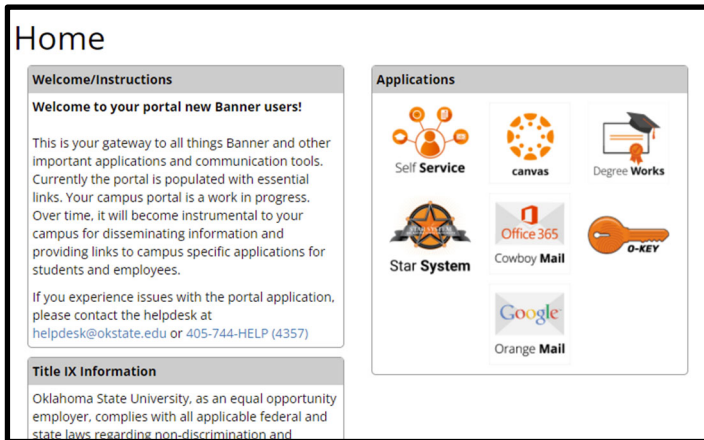
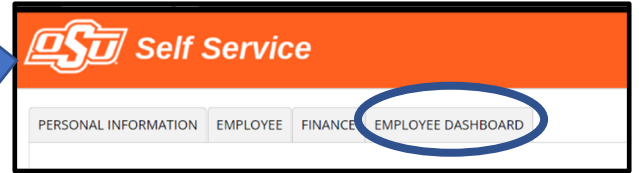


DIRECT DEPOSIT ON SELF SERVICE

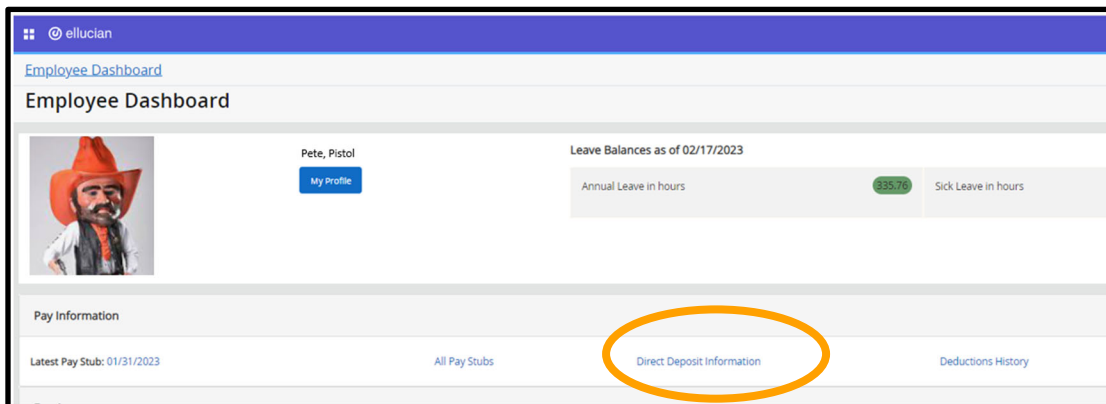
Go to my.okstate.edu and click "Self Service" under Applications



Click "Employee Dashboard"



Under Pay Information click "Direct Deposit Information"



This will open the direct deposit application where you can review, modify, or inactivate your direct deposit information.

Note the date the current deposit information is effective

Direct Deposit Allocation

Direct Deposit Effective for Paychecks Issued After 02/07/2023

Bank Name	Routing Number	Account Number	Account Type	Deposit Status	Entry Date
OKSTATE BANK	102012345	000654321	Checking	Active	02/07/2023

Modify Direct Deposit Allocation

Inactivate Direct Deposit

Current direct deposit information.

Direct Deposit History

Bank Name	Routing Number	Account Number	Account Type	Deposit Status	Entry Date
OKSTATE BANK	102012345	000654321	Savings	Active	02/01/2023
OKSTATE BANK	102012345	000654321	Checking	Inactive	12/31/2022

Last Pay Distribution for Pistol Pete

Bank Name	Routing Number	Account Number	Account Type	Net Pay	Pay Date
OKSTATE BANK	102012345	000654321	Savings	1000.00	01/31/2023

Change or Enter Direct Deposit

Click Modify Direct Deposit Allocation button

Modify Direct Deposit Allocation

Direct Deposit Information

PERSONAL CHECK	DEPOSIT SLIP
 <p>YOUR NAME 1234 Main Street Anytown, OH 00000</p> <p>DATE _____</p> <p>PAY TO THE ORDER OF _____ \$ _____</p> <p>_____ DOLLARS</p> <p>102054321 654321000 1023</p> <p>ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER</p>	 <p>NAME ADDRESS CITY, STATE, ZIP</p> <p>DATE _____</p> <p>AMOUNT \$ _____</p> <p>BANK NAME ADDRESS CITY, STATE, ZIP</p> <p>102054321 654321000</p> <p>ROUTING NUMBER ACCOUNT NUMBER</p>

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

This direct deposit change will be effective starting 02/17/2023.

* Bank Routing Number ⓘ

102054321

Verify Routing Number

* Bank Name

BANK OF OSU

* Account Number ⓘ

654321000

* Verify Account Number

654321000

* Account Type

Checking

By checking this box, I authorize the State of Oklahoma to direct the financial institution to return said funds if monies to which I am not entitled are deposited to my account. I understand the payroll date and frequency of payment currently being utilized by my employer will not be affected by my decision to use Payroll Direct Deposit.

Cancel

Save Deposit

This change will be active for paychecks issues after the effective date.

Enter account information.

<p>* Bank Routing Number ⓘ</p> <input type="text" value="102054321"/> Verify Routing Number	<p>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.</p> <p>Your Bank Name will populate when you enter your Bank Routing Number. Verify the bank name is correct.</p>
<p>* Bank Name</p> <input type="text" value="BANK OF OSU"/>	

<p>* Account Number ⓘ</p> <input type="text" value="654321000"/> * Verify Account Number <input type="text" value="654321000"/>	<p>Your account number is the actual number linked to your account. This is not your debit card number.</p> <p>If you are unsure, contact your bank.</p>
--	--

<p>* Account Number ⓘ</p> <input type="text" value="654321000"/> * Verify Account Number <input type="text" value="654321000"/>	<p>Your account number is the actual number linked to your account. This is not your debit card number.</p> <p>If you are unsure, contact your bank.</p>
--	--

<p>* Account Type</p> <input type="text" value="Checking"/>	<p>Select the type of account (Checking or Savings).</p> <p>It is important that you verify the Bank Routing Number is correct for the account type.</p>
--	--

Authorize Direct Deposit

<p><input type="checkbox"/> By checking this box, I authorize the State of Oklahoma to direct the financial institution to return said funds if monies to which I am not entitled are deposited to my account. I understand the payroll date and frequency of payment currently being utilized by my employer will not be affected by my decision to use Payroll Direct Deposit.</p>
<p>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.</p>

Click Save Deposit

Save Deposit

Review the Direct Deposit

<h2>Direct Deposit Allocation</h2> <p>Direct Deposit Effective for Paychecks Issued After 02/07/2023</p>					
Bank Name	Routing Number	Account Number	Account Type	Deposit Status	Entry Date
BANK OF OSU	102054321	654321000	Checking	Active	02/17/2023

Inactivate Direct Deposit

Click the Inactivate Direct Deposit Button – **Inactivate Direct Deposit**

Future payments will be made by paper check mailed to the HR Use Only address ×

Removing all Direct deposit information will cause future payments to be made by paper check mailed to the HR Use Only address. Are you sure you want to inactivate your direct deposit?

Close **Confirm Inactivation**

If you are sure you want to remove all direct deposit information for future payments and receive a paper check, click **Confirm Inactivation**

Close the Direct Deposit Application

Click “Home” to go back to the Banner Self Service Employee Dashboard or Click “Logout” to close.

