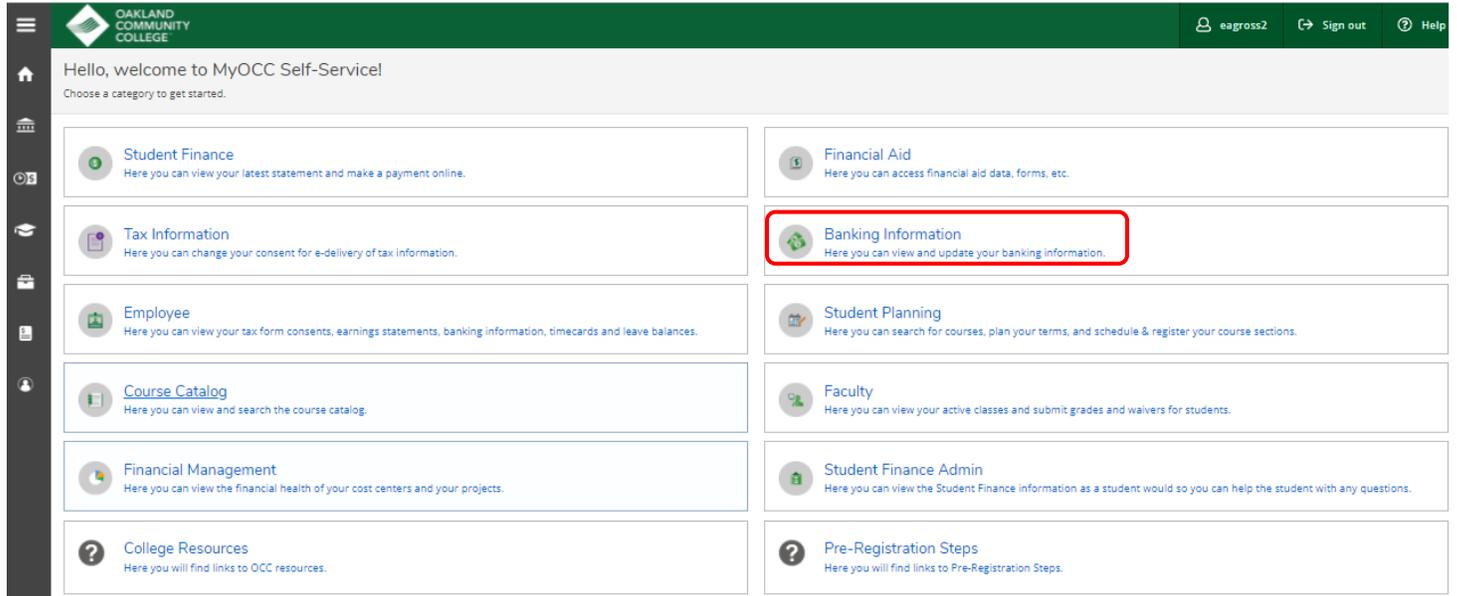


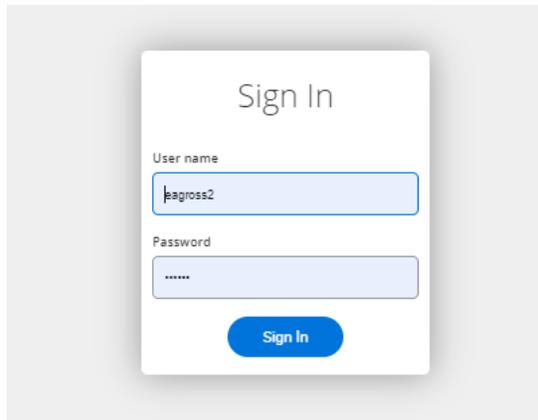
****NEW**

Direct Deposit Self Service- Directions for Payroll

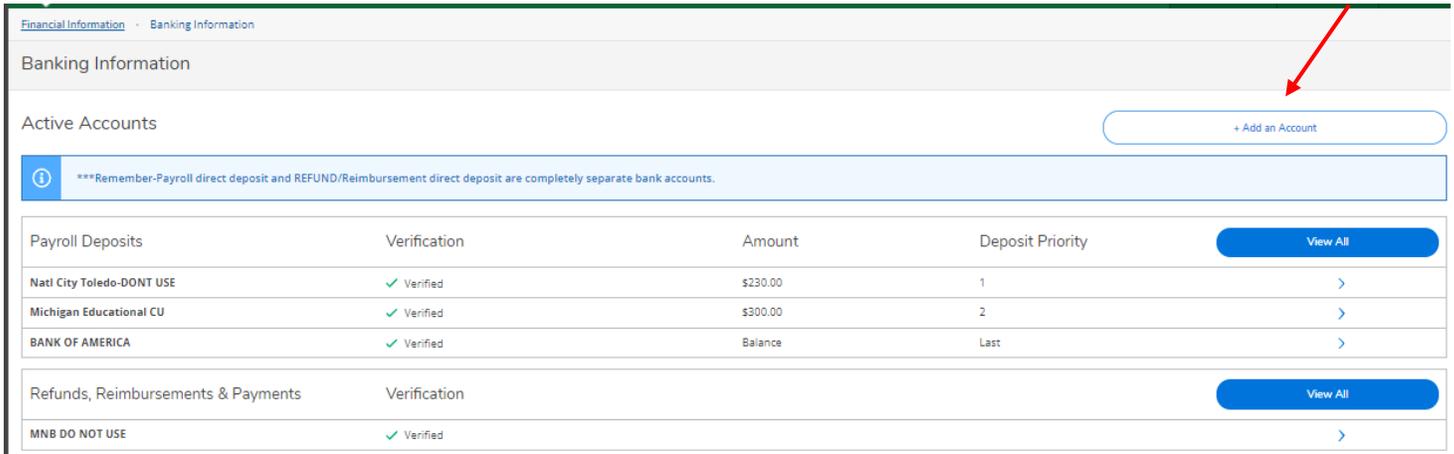
Sign into MyOCC/Employees/Banking Information.



If necessary - Sign in again after you select Banking Information:



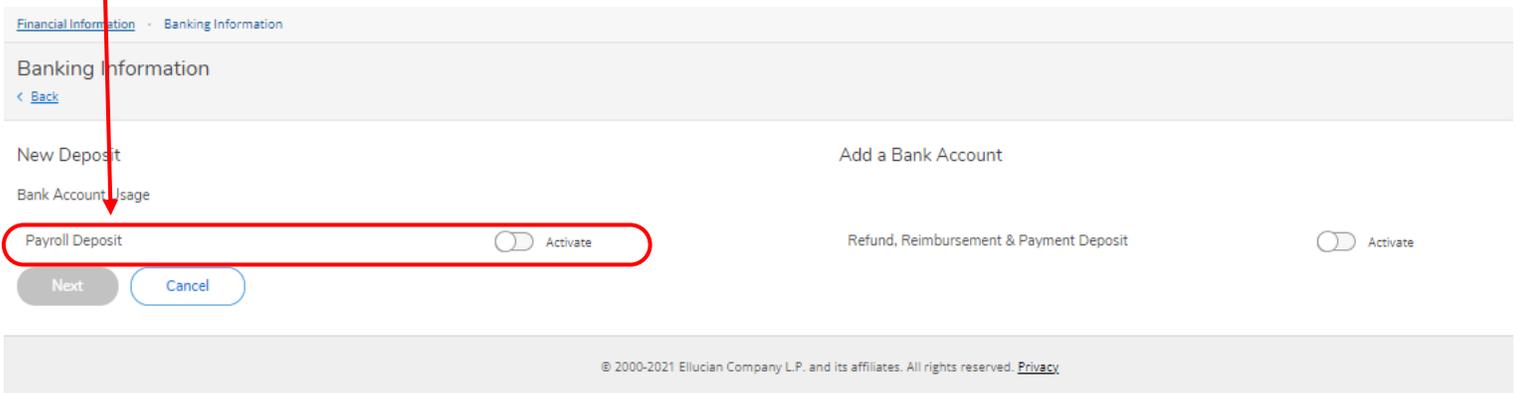
Select Add an account (on the top right). Note: You can have up to four different bank accounts for Payroll



The screenshot shows the 'Banking Information' section of a user interface. At the top right, there is a button labeled '+ Add an Account' with a red arrow pointing to it. Below this is a blue informational banner with a warning icon and the text: '***Remember-Payroll direct deposit and REFUND/Reimbursement direct deposit are completely separate bank accounts.' Underneath is a table with two sections: 'Payroll Deposits' and 'Refunds, Reimbursements & Payments'. The 'Payroll Deposits' section has a 'View All' button and lists three accounts: 'Natl City Toledo-DONT USE' with a verified status and \$230.00 amount, 'Michigan Educational CU' with a verified status and \$300.00 amount, and 'BANK OF AMERICA' with a verified status and 'Balance' amount. The 'Refunds, Reimbursements & Payments' section also has a 'View All' button and lists one account: 'MNB DO NOT USE' with a verified status.

Select **Payroll Deposit** (on left-hand side) for your payroll banking info:

Note: On the same screen, there is a spot for selecting *Refund, Reimbursement & Payment* direct deposit (for any student refunds or Mileage/Expense reimbursement). This can only be **one** bank account. It is recommended that you complete the Payroll account(s) first and separately to ensure you have the correct banking information for your paycheck.



The screenshot shows the 'Banking Information' page with a 'New Deposit' section. A red arrow points to the 'Payroll Deposit' option, which is selected and circled in red. To its right is a toggle switch labeled 'Activate'. Below this are 'Next' and 'Cancel' buttons. To the right of the 'Payroll Deposit' section is another section for 'Refund, Reimbursement & Payment Deposit' with its own 'Activate' toggle. At the bottom of the page, there is a copyright notice: '© 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

You can do the following:

- change the effective date
- choose if it's the remainder of your paycheck or a specific dollar amount
- enter an end date if you only want it to go into that account for a certain amount of time
- add a new account

Note: you cannot delete ALL payroll direct deposit account information.

New Deposit

Add a Bank Account

Bank Account Usage

Payroll Deposit



Activate

Refund, Reimbursement & Payment Deposit



Activate

Effective Date

10/20/2021

End Date

No end date

End on:

M/d/yyyy



****TEST ACCOUNT**** Thank you for signing up or making changes for Direct Deposit for Payroll. Please keep in mind that the payroll processing begins over a week prior to the actual payday. Therefore, changes made to your payroll bank accounts may not be effective on the upcoming payday if the processing has begun, but will be in place the payday after that. If you have any questions, please email payroll@oaklandcc.edu. Oakland Community College - Payroll Department

Deposit Details

Select the amount of your paycheck to be deposited

Entire Balance

Specific Amount

Remaining Balance

\$60.00

Deposit Priority

Natl City Toledo-DONT USE

1



Michigan Educational CU

2



New Account

3



BANK OF AMERICA

Balance



Next

Cancel

Click on Next and complete the fields. All ROUTING NUMBERS are validated by the system - if you enter a routing number that is not in the US banking database, you will get an error:

Edit Bank Account Details

Car Payment - BOA

Account Nickname

Car Payment - BOA

Country of Bank

United States

Routing Number *

072000806

The routing number is invalid

Correct the routing number if you receive an error and move on –

Note: contact your banking institution for accurate routing number or try searching online.

Edit Bank Account Details

Car Payment - BOA

Account Nickname
Car Payment - BOA

Country of Bank
United States

Routing Number *
072000805 

[View sample check image](#) 

Bank Account Number *
..... 

[View sample check image](#) 

Re-enter Bank Account Number *
.....| 

[View sample check image](#) 

Account Type
Checking 

Scroll to read full Terms and Conditions agreement and click on checkbox to AGREE, then click SUBMIT:

Terms and Conditions

YOU MUST AGREE WITH THESE TERMS AND CONDITIONS IN ORDER TO PROCEED: I authorize Oakland Community College to initiate credit entries to my account at the financial institution listed above for the purpose of automatically depositing funds as indicated above. I understand that my bank has 2 business days to place funds into my account after Oakland Community College has issued a deposit. I understand that this authorization replaces any previous one and will remain in full force and effect until Oakland Community College has received a cancellation or modification via Online Services in such time as to afford Oakland Community College and the financial institution a reasonable opportunity to act on it. I understand it may take up to 10 business days to process this request.

I agree to the terms and conditions

Back Submit

Banking Information

Active Accounts

[+ Add an Account](#)

***Remember-Payroll direct deposit and REFUND/Reimbursement direct deposit are completely separate bank accounts.

Payroll Deposits	Verification	Amount	Deposit Priority	View All
PNC BANK	✓ Verified	\$2.50	1	>
Michigan Educational CU	✓ Verified	\$300.00	2	>
BANK OF AMERICA	✓ Verified	Balance	Last	>

Refunds, Reimbursements & Payments	Verification	View All
MNB DO NOT USE	✓ Verified	>

Click an account if you want to modify or delete:

You can deactivate it by toggling this button (note: you cannot delete ALL payroll direct deposit accounts – if you want to make a change to the ‘remainder account’ you may have to designate another account as the remainder account prior to making the change):

Banking Information

[Back](#)

PNC BANK

Account # ...1849

[View Bank Account Details](#)

Bank Account Usage

Payroll Deposit ActivateVerification Verified

Effective Date 5/27/2018

End Date No end date End on:

Deposit Details

Select the amount of your paycheck to be deposited

 Entire Balance Specific Amount Remaining Balance

Deposit Priority

PNC BANK

1



Michigan Educational CU

2



BANK OF AMERICA

Balance



Save

Cancel

After the change, it will look like this – be sure to click SAVE to save your updates:

Banking Information

[Back](#)

PNC BANK

Account # ...1849

[View Bank Account Details](#)

Bank Account Usage

Payroll Deposit Activate

Save

Cancel

Or change the amount of the deposit from:

Banking Information
[Back](#)

PNC BANK Account # ...1849 [View Bank Account Details](#)

Bank Account Usage

Payroll Deposit Activate

Verification ✓ Verified

Effective Date 5/27/2018

End Date No end date
 End on:

Deposit Details

Select the amount of your paycheck to be deposited

Entire Balance
 Specific Amount
 Remaining Balance

Deposit Priority

PNC BANK	1	▼
Michigan Educational CU	2	▲
BANK OF AMERICA	Balance	🔒

To:

Deposit Details

Select the amount of your paycheck to be deposited

Entire Balance
 Specific Amount
 Remaining Balance

Deposit Priority

PNC BANK	1	▼
Michigan Educational CU	2	▲
BANK OF AMERICA	Balance	🔒

Be sure to click SAVE.

The updated amount(s) will show up on the summary page:

Banking Information
[Back](#)

Payroll Deposits

Active Deposits	Verification	Amount	Deposit Priority
Natl City Toledo-DONT USE	✓ Verified	\$230.00	1
Michigan Educational CU	✓ Verified	\$300.00	2
BANK OF AMERICA	✓ Verified	Balance	Last

Future Deposits	Verification	Amount	Effective Date
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Financial Information - Banking Information

Banking Information
[Back](#)

Payroll Deposits

Active Deposits	Verification	Amount	Deposit Priority
Natl City Toledo-DONT USE	✓ Verified	\$230.00	1
Michigan Educational CU	✓ Verified	\$300.00	2
Car Payment - BOA	⚠ Not Verified	\$60.00	3
New Account	⚠ Not Verified	Balance	Last

Future Deposits	Verification	Amount	Effective Date
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Past Deposits	Verification	Amount	End Date
MNB DO NOT USE	✓ Verified	Balance	10/19/2021
PNC BANK	✓ Verified	\$200.00	5/26/2018
PNC BANK OF PITTSBURGH PA	✓ Verified	\$200.00	4/30/2018

Note: Any changes or new accounts will be listed as “Not Verified” until the Payroll department reviews and runs a process to verify. This is done prior to each payday.