

- Click on the Employees link under COTC connect.



See the latest updates for the COTC community on the college's Coronavirus website at [u.cotc.edu/covid19updates](http://u.cotc.edu/covid19updates). Student services are being delivered remotely. See [u.cotc.edu/covid19updates/stay-connected/](http://u.cotc.edu/covid19updates/stay-connected/) for contact information.



My Week

Could not retrieve appointments from ILP.

AUGUST 2020

August Wednesday 26 - Friday 28

There are no appointments for this time period.

COTCconnect

- EMPLOYEES
- STUDENTS
- ALUMNI AND FRIENDS

My Classes Moodle Help

Could not retrieve classes from ILP.

There were no classes found.

My Team Sites

- Committees
- Colleague Users
- Departments
- Projects

- Click on Employee Overview

myCOTC Central Ohio Technical College

Coronavirus website at [u.cotc.edu/covid19updates](http://u.cotc.edu/covid19updates). Student services are being delivered remotely. See [u.cotc.edu/covid19updates/stay-connected/](http://u.cotc.edu/covid19updates/stay-connected/) for contact information.

Search for Classes COTC Course Catalog

Navigation icons: Rooms & Events, ITS Helpdesk, Email, Campus Emergency Alert, Printshop Request, People Finder

My Week

Could not retrieve appointments from ILP.

OCTOBER 2020

October Thursday 01 - Saturday 03

There are no appointments for this time period.

My To Do

Could not retrieve tasks from ILP.

COTCconnect

- EMPLOYEES
  - Employee Overview
  - Time Entry and Approval
  - Budget and Purchasing
  - Direct Deposit Information - Non-Payroll
  - My Documents
- STUDENTS
- ALUMNI AND FRIENDS

- Once inside Self Service, click on Banking Information:

Welcome to Colleague Employee Self-Service!

- Tax Information: Here you can change your consent for e-delivery of tax information.
- Time Entry: Here you can fill out your timecards.
- Leave: Here you can view your leave balances and leave requests.
- Position History: Here you can view a list of your positions.
- Banking Information: Here you can view and update your banking information.
- Earnings Statements: Here you can view your earnings statement history.
- Time History: Here you can view your paid timecards.
- Stipend History: Here you can view a list of your stipends.

- Note there are multiple sections, ① Payroll and ② Refunds, Reimbursements & Payments.

| Banking Information |                      |              |         |                  |
|---------------------|----------------------|--------------|---------|------------------|
| Active Accounts     |                      |              |         |                  |
|                     | Payroll Deposits     | Verification | Amount  | Deposit Priority |
| ①                   | True Core Federal CU | ✓ Verified   | \$50.00 | 1                |
|                     | True Core Federal CU | ✓ Verified   | Balance | Last             |

  

| Banking Information |                                    |              |  |  |
|---------------------|------------------------------------|--------------|--|--|
| Active Accounts     |                                    |              |  |  |
|                     | Refunds, Reimbursements & Payments | Verification |  |  |
| ②                   |                                    |              |  |  |

Depending on which situation you want, make a selection:

- Select Payroll Deposits for employees
  - Select Refunds, Reimbursements, & Payments for student refunds or employee reimbursements other than Payroll (i.e. mileage reimbursements).
- For this example, we are going to make a change to an existing Payroll account. Click on +Add an Account

| Banking Information |                      |              |         |                  |
|---------------------|----------------------|--------------|---------|------------------|
| Active Accounts     |                      |              |         |                  |
|                     | Payroll Deposits     | Verification | Amount  | Deposit Priority |
|                     | True Core Federal CU | ✓ Verified   | \$50.00 | 1                |
|                     | True Core Federal CU | ✓ Verified   | Balance | Last             |

  

| Banking Information |                                    |              |  |  |
|---------------------|------------------------------------|--------------|--|--|
| Active Accounts     |                                    |              |  |  |
|                     | Refunds, Reimbursements & Payments | Verification |  |  |
|                     |                                    |              |  |  |

- You will need to confirm the account number of an existing account before proceeding.

Confirm your bank account number

True Core Federal CU      Account Ending: ...1747

Bank Account Number

.....

You must confirm a pre-existing account number to continue.

Cancel      Confirm

Input the complete Account Number, then click Confirm.

- Select which option you wish to add an account to, Payroll or Refund/Reimbursement by swiping the radio button. Since we are adding an account to Payroll, swipe Activate on the Payroll side.

| Banking Information   |  |
|---|--|
| <a href="#">Back</a>  |  |
| New Deposit   | Add a Bank Account   |
| Bank Account Usage  |  |
| Payroll Deposit ① <input checked="" type="radio"/> Activate | Refund, Reimbursement & Payment Deposit ② <input type="radio"/> Activate |
| <a href="#">Next</a> <a href="#">Cancel</a>                 |  |

## Payroll Direct Deposit

- Select an Effective Date. If no foreseeable change, select No end date. Also, select if you want this change to affect the Entire Balance, or a Specific Amount. For this example, we are choosing to add an account with \$1 being deposited per pay.

New Deposit Add a Bank Account

Bank Account Usage

Payroll Deposit  Activate Refund, Reimbursement & Payment Deposit  Activate

Effective Date

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

|                      |         |   |
|----------------------|---------|---|
| True Core Federal CU | 1       | ▼ |
| New Account          | 2       | ▲ |
| True Core Federal CU | Balance | 🔒 |

Click Next to set-up the new account details.

After the pop-up appears, complete the requested fields, click on the agreement, and Submit.

Edit Bank Account Details

### New Account

Account Nickname

Country of Bank

Routing Number \*

[View sample check image](#)

Bank Account Number \*

[View sample check image](#)

Re-enter Bank Account Number \*

Account Type

Checking

**Terms and Conditions**

Please select Account Type and Payment Advice from the drop down menu before submitting this request. Also, please verify all entries are correct (i.e. account, routing, etc.) before submitting this request, COTC is not responsible or liable for loss of funds due to incorrect information submitted with this request. I hereby authorize Central Ohio Technical College to initiate credit entries to my bank account as per the submitted bank account information. This authorization will remain in effect until COTC has received written notification from me in such time and manner as to afford COTC and the financial institution a reasonable opportunity to act on it. COTC retains the right to revoke this authorization at any time. Please allow up to two weeks for any new authorizations to take effect. By clicking the Submit button I hereby agree to the above terms and conditions.

I agree to the terms and conditions

Back Submit

- After submitting, you will return to the main menu for Banking Information. Notice the new account says Not Verified. That will be processed with the next payroll run by submitting test information to that bank account. If the test information is confirmed, then the Verification status will automatically change to Verified.

Banking Information

Active Accounts + Add an Account

| Payroll Deposits     | Verification   | Amount  | Deposit Priority | <a href="#">View All</a> |
|----------------------|----------------|---------|------------------|--------------------------|
| True Core Federal CU | ✓ Verified     | \$50.00 | 1                | >                        |
| test                 | ⚠ Not Verified | \$1.00  | 2                | >                        |
| True Core Federal CU | ✓ Verified     | Balance | Last             | >                        |

Refunds, Reimbursements & Payments Verification [View All](#)

- If you have any questions, please email [roberts.894@mail.cotc.edu](mailto:roberts.894@mail.cotc.edu) or call 740-366-9140.