## **Payroll Direct Deposit**

Go to <u>www.cotc.edu</u>, then log-in to my.cotc.edu,

CENTRAL OHIO TECHNICAL COLLEGE	CALENDAR	REQUEST INFO	<i>ту</i> сотс	GIVE	APPLY	<b>⊕</b> Q

Find the Employee Self Service card.



• Once inside Self Service, click on Banking Information:

ŧ	Welcome to Colleague Employee Self-Service!	
DIS	Tax Information Here you can change your consent for e-delivery of tax information.	Banking Information Here you can view and update your banking information.
<b>♦</b>	Time Entry Here you can fill out your timecards.	B Earnings Statements Here you can view your earnings statement history.
5	Leave Here you can view your leave balances and leave requests.	Time History Here you can view your paid timecards.
۲	Position History Here you can view a list of your positions.	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				+ Add an Account
Payroll Deposits	Verification	Amount	Deposit Priority	View All
True Core Federal CU	✓ Verified	\$50.00	1	>
True Core Federal CU	✓ Verified	Balance	Last	>
Refunds, Reimbursements & Payments (2)	Verification			View All

Depending on which situation you want, make a selection:

① Select Payroll Deposits for employee Direct Deposit.

IWK\Shared Services\B&F\Payroll\Payroll Procedures\Procedures for COTC Personnel Technician\DataTel procedures (COTC)\MISC\Direct Deposit Self Service instructions.doc

<sup>2</sup> Select Refunds, Reimbursements, & Payments for student refunds or employee reimbursements other than Payroll (i.e. mileage reimbursements).

## **Payroll Direct Deposit**

• For this example, we are making a change to an existing Payroll account. Click +Add an Account.

3anking Information				
Active Accounts	tive Accounts			+ Add an Account
Payroll Deposits	Verification	Amount	Deposit Priority	View All
True Core Federal CU	✓ Verified	\$50.00	1	>
Tribah/workederal CU	✓ Verified	Balance	Last	>
Refunds, Reimbursements & Payments	Verification			View All

You will need to confirm the account number of an existing account before proceeding. Input the complete Account Number, then click Confirm.

True Core Federal CU	Account Ending:1747
	0
rou must commin a pre-existing account number	r to continue.

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 < Back			
New Deposit Bank Account Usage		Add a Bank Account	
Payroll Deposit	Activate	Refund, Reimbursement & Payment Deposit	2 C Activate

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.

vew Deposit			Add a Dank Account		
ank Account Usage					
Payroll Deposit		Activate	Refund, Reimbursement & Payment Depo	sit	Activate
ffective Date	4/21/2022				
nd Date	No end date End on: M/d/	)))))			
Deposit Details					
elect the amount of your pay	check to be deposited				
O Entire Balance					
Specific Amount		\$1.00			
Remaining Balance					
Deposit Priority					
True Core Federal CU				1	~
New Account				2	^

Click Next to set-up the new account details.

NWK\Shared Services\&&F\Payroll\Payroll Procedures\Procedures for COTC Personnel Technician\DataTel procedures (COTC)\MISC\Direct Deposit Self Service instructions.doc

## **Payroll Direct Deposit**

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

Edit Bank Account Details	
New Account	
Account Nickname	
New Account	
Country of Bank	
United States	
Routing Number *	
	i
View sample check image 🔕	
Bank Account Number *	
	<b>(i)</b>
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 1 hereby agree to the above terms and conditions.

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. If the test information is confirmed, then the Verification status will automatically change to Verified without any further action from you.

I agree to the terms and conditions

Back

Sanking Information				
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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 <u>roberts.894@mail.cotc.edu</u> or call 740-366-9140.