

- 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. Student services are being delivered remotely. See 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. Student services are being delivered remotely. See u.cotc.edu/covid19updates/stay-connected/ for contact information.

EMPLOYEES
Employee Overview
Time Entry and Approval
Budget and Purchasing
Direct Deposit Information – Non-Payroll
My Documents

- 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	
Back	
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
Next Cancel	

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	View All
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 or call 740-366-9140.