



# Job Aid: HR-30 Employee Self-Service - Direct Deposit

Last Update: 06/01/22



## Document Version History

Date	Version #	Comments
06/01/2022	<b>1.0</b>	<b>Initial Version</b>

## Pre-Requisites/ Job Descriptions

**This job aid is applicable to the following Oracle Cloud job descriptions:**

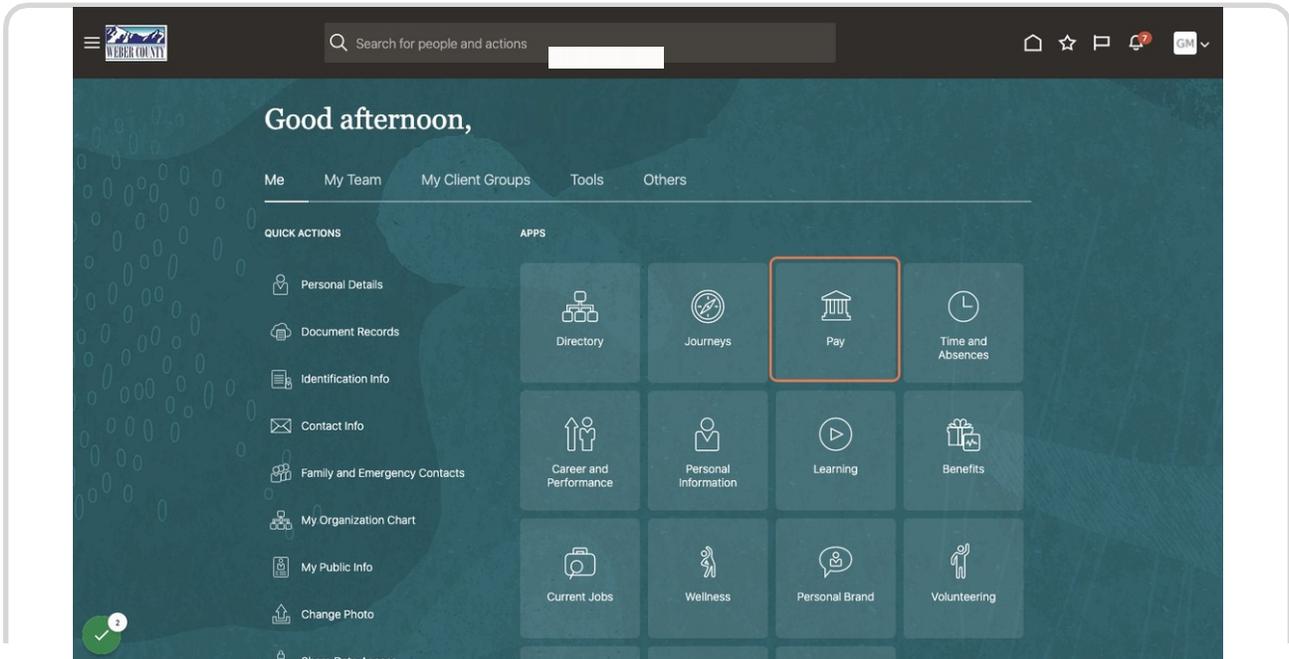
ID	Description
1.	Employee

STEP 1

Click on Sign In

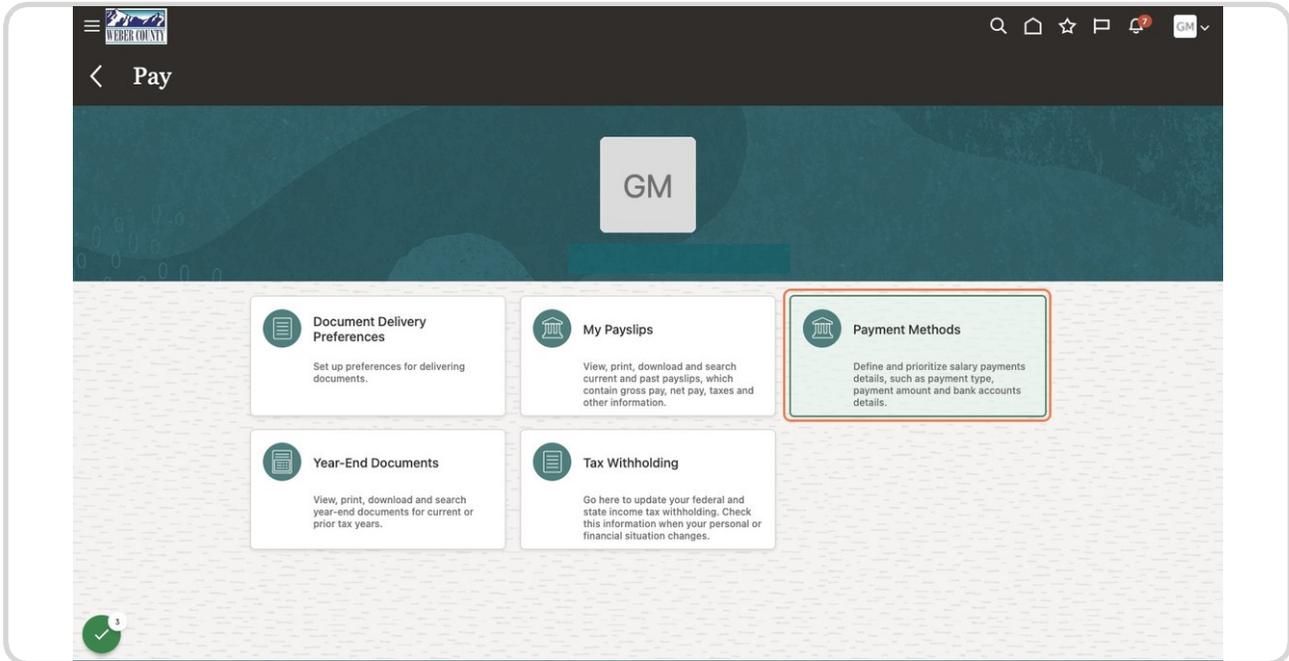
STEP 2

Click on 'Pay' Tile.



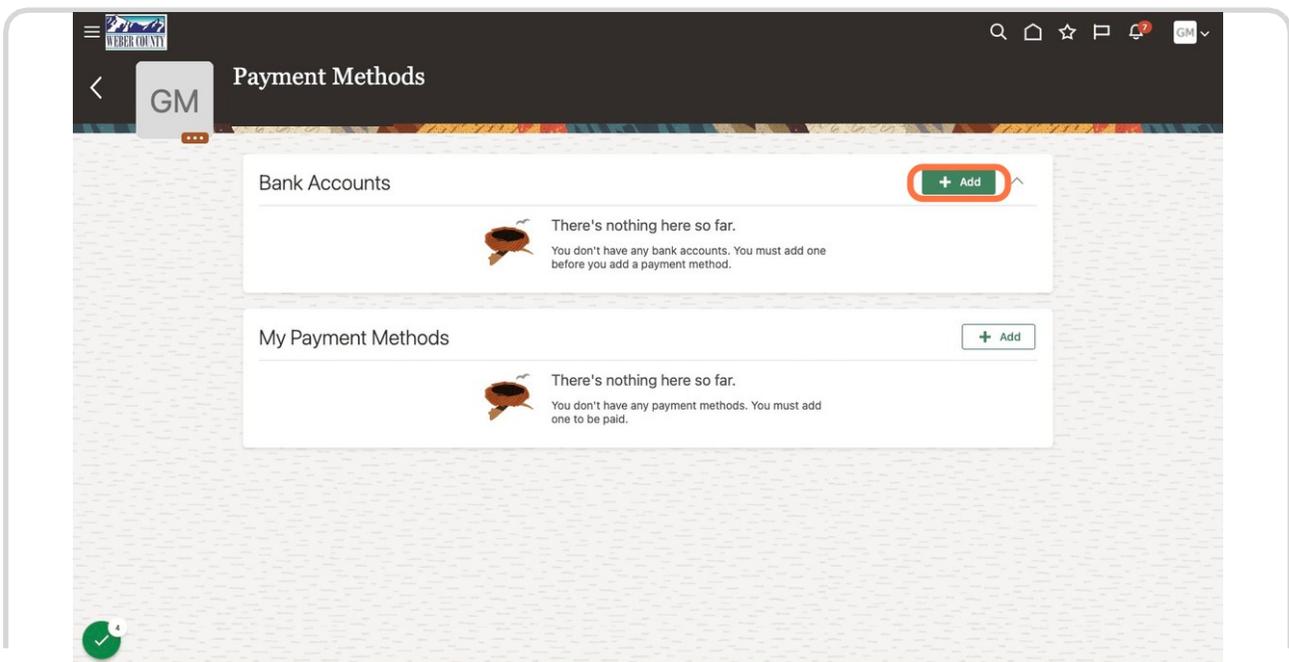
STEP 3

Click on 'Payment Methods'



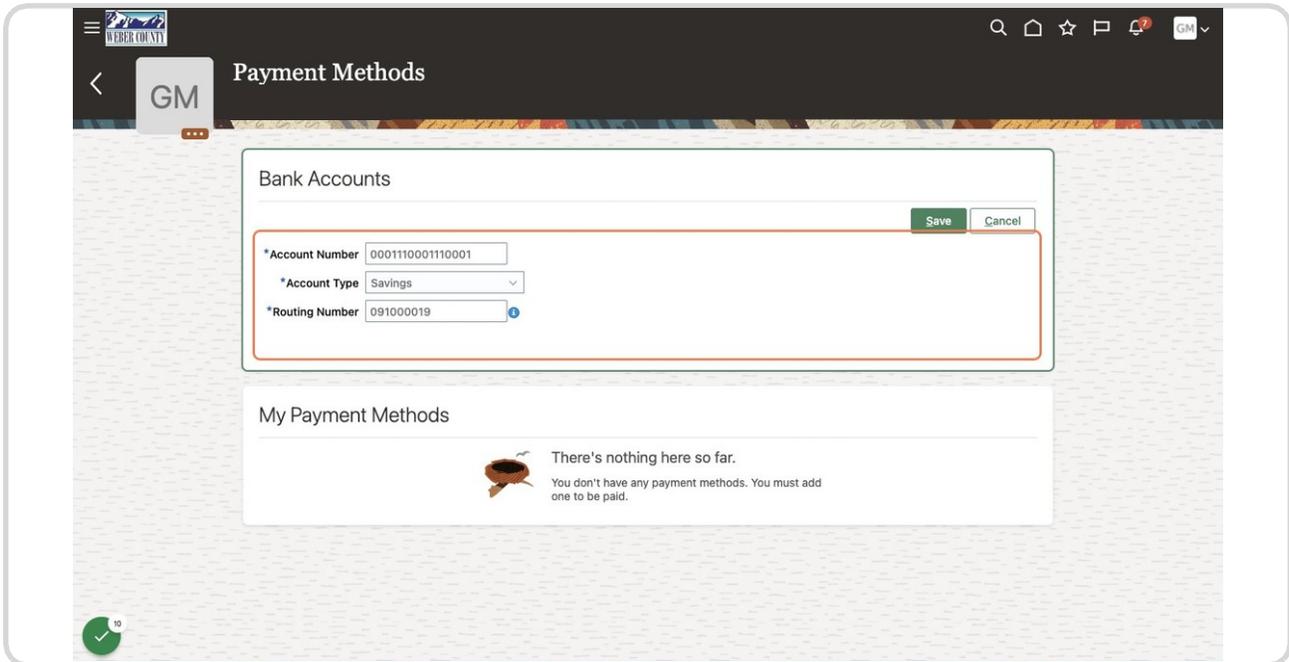
STEP 4

Click '+Add' under Bank Account.



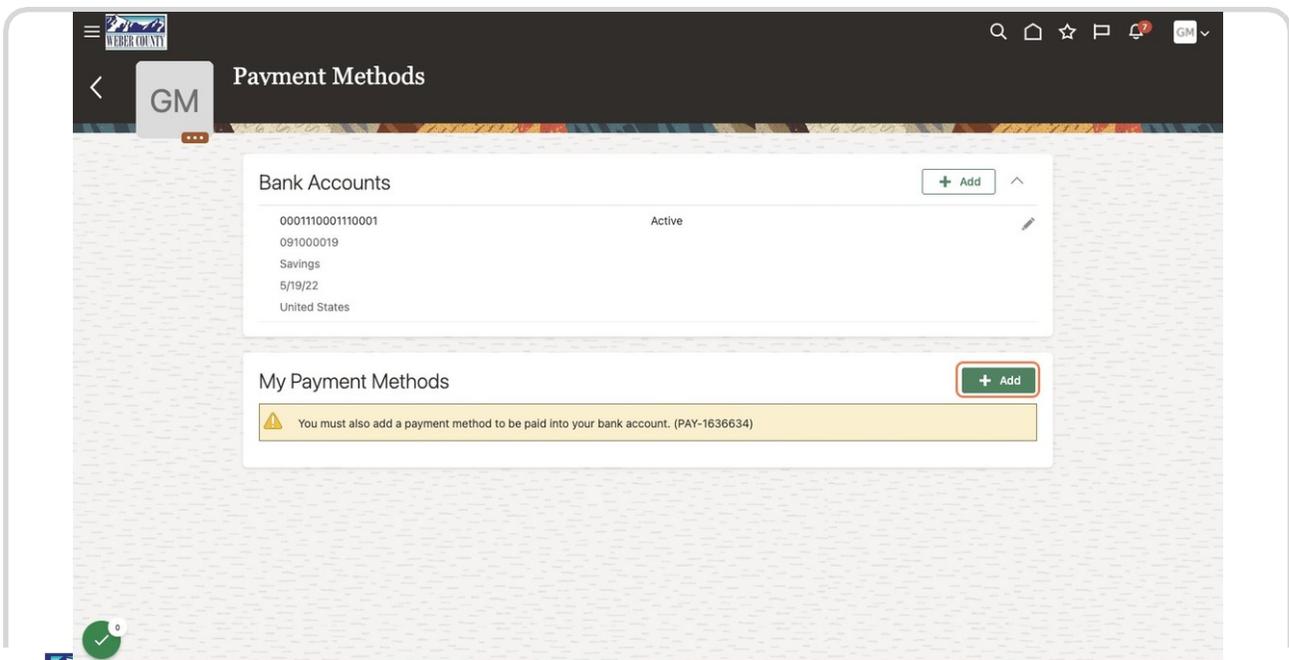
STEP 5

**Enter the Bank Details- Account Number, Account Type, Routing Number.**



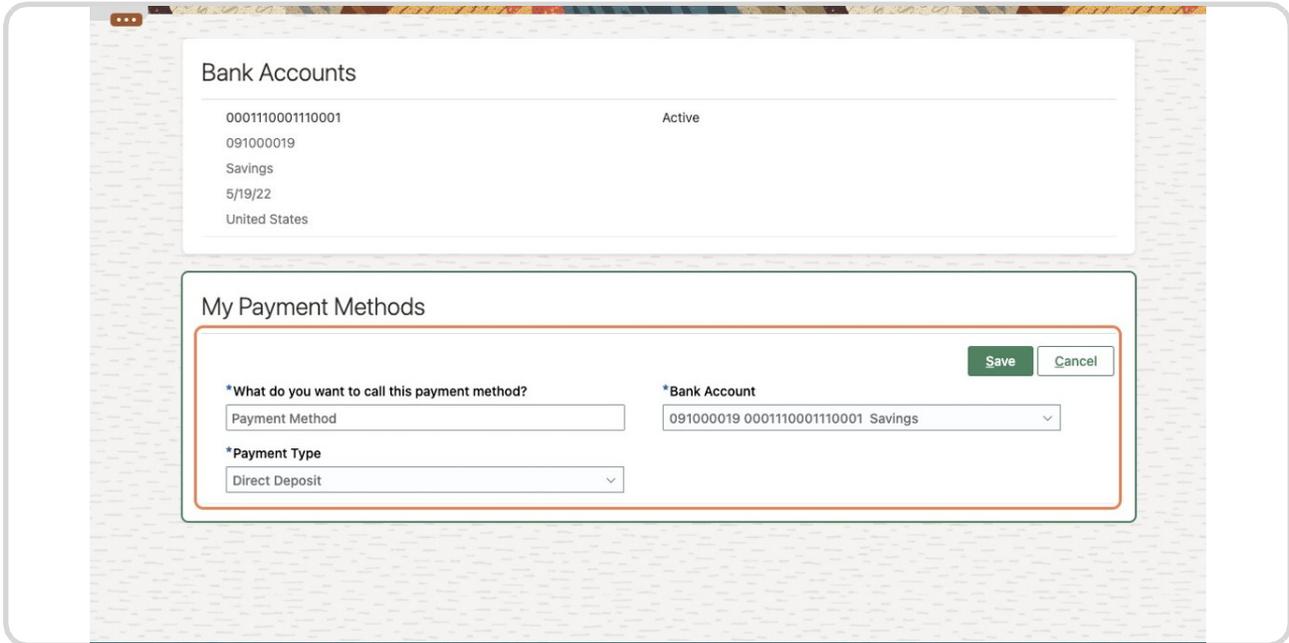
STEP 6

**Click on '+Add' under 'My Payment Methods' section.**



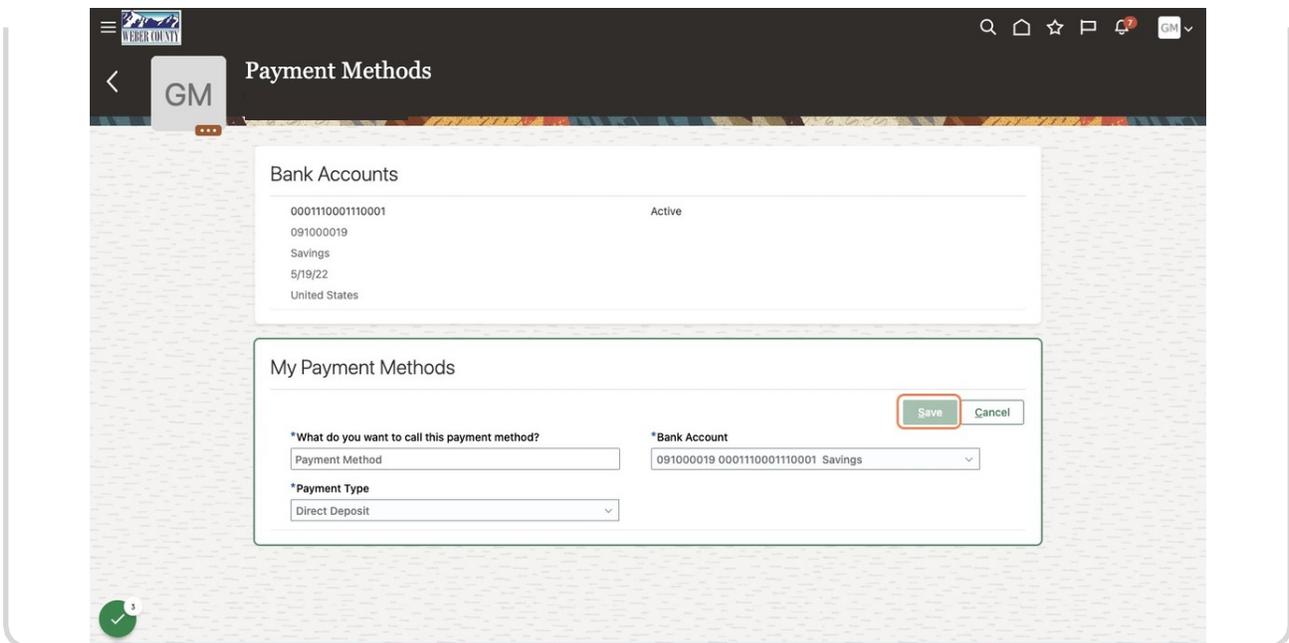
STEP 7

**Update Payment method name, Payment type as Direct Deposit from drop down.**



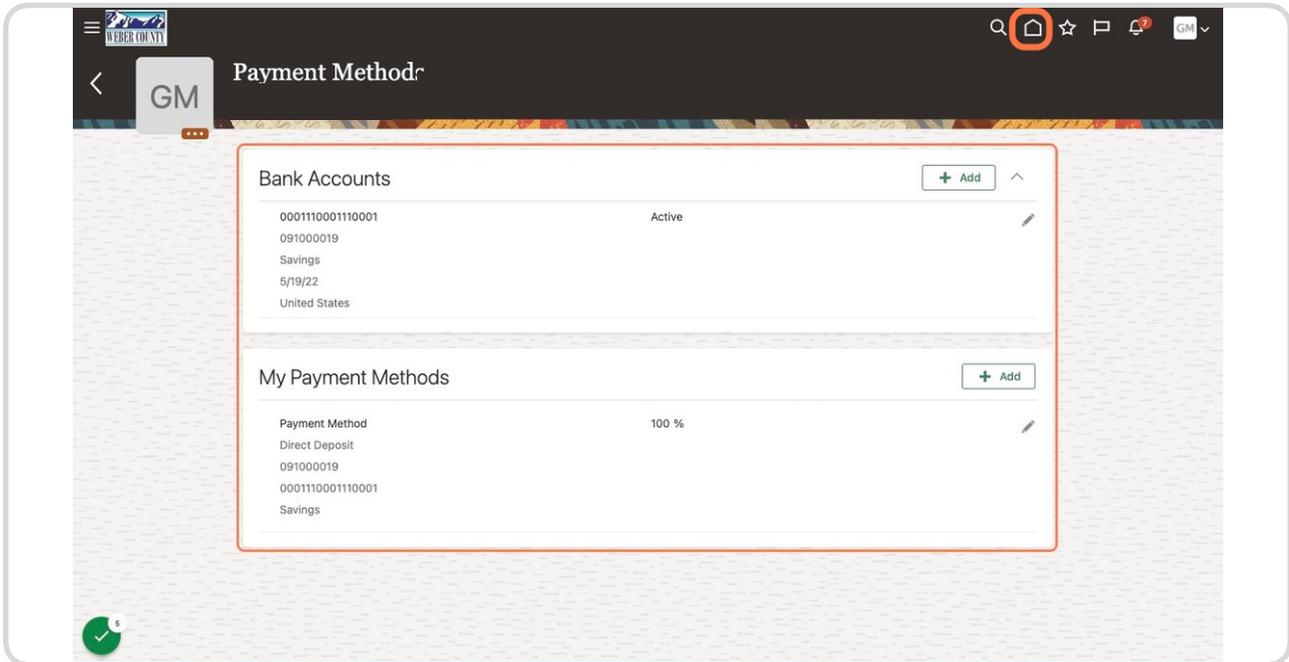
STEP 8

**Click on Save**

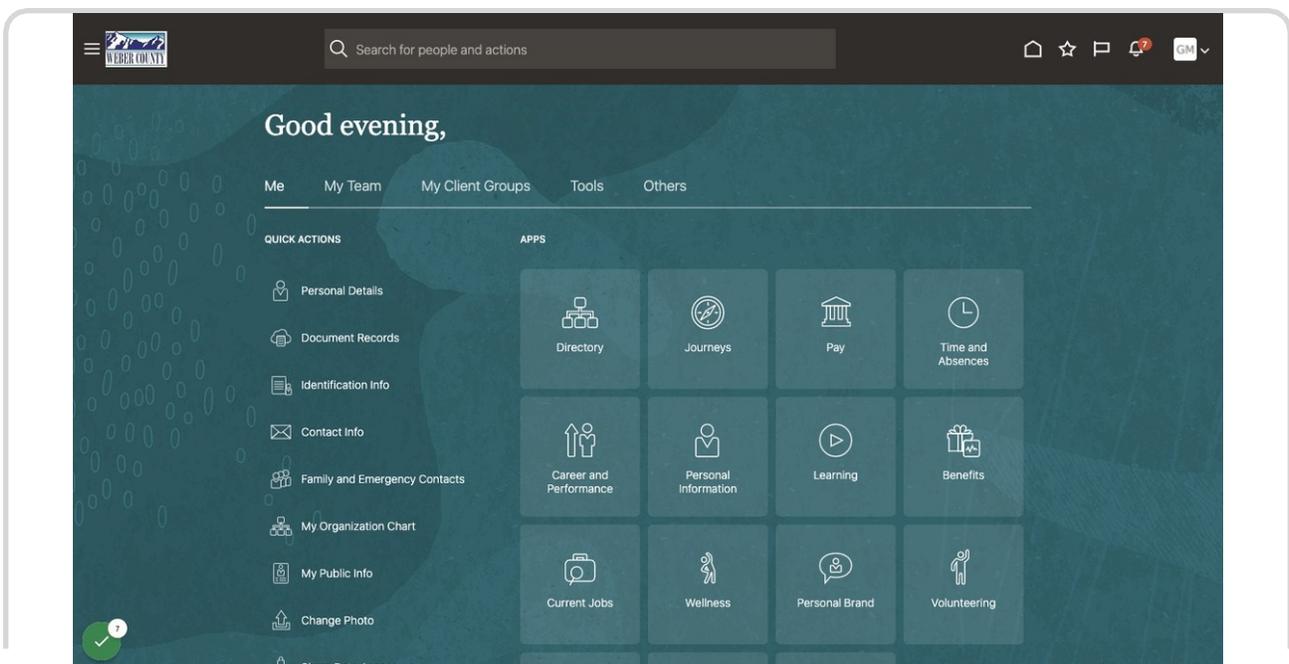


STEP 9

**Click the home button** Click on Home icon to return to the main screen



STEP 10



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