

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

Last Update: 06/01/22



Document Version History

Date	Version #	Comments
06/01/2022	1.0	Initial Version

Pre-Requisites/ Job Descriptions

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

ID	Description
1.	Employee





Click on Sign In

STEP 2

Click on 'Pay' Tile.

Q Search for people an	nd actions				
Good afternoon,					
Me My Team My Clier	nt Groups Tools	Others			
QUICK ACTIONS	APPS				
Personal Details	0	(A)		G	
Document Records	Directory	Journeys	Pay	Time and Absences	
Identification Info					
Contact Info	ÎĈ	Ň			
Family and Emergency Contacts	Career and Performance	Personal Information	Learning	Benefits	
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د میں	Current Jobs	Wellness	Personal Brand	UU Volunteering	
Å strue Data Array					





Click on 'Payment Methods'

	GM		
Document Delivery	My Davaline	Paumant Mathada	
Preferences	wy Paysilps	Payment Methods	
Set up preferences for delivering	View, print, download and search	Define and prioritize salary payments	고프로윈인터
uoumenta.	contain gross pay, net pay, taxes and other information.	payment amount and bank accounts details.	
Year-End Documents	Tax Withholding		
View, print, download and search	Go here to update your federal and		
year-end documents for current or prior tax years.	this information when your personal or financial situation changes.		

STEP 4

Click '+Add' under Bank Account.



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

Bank Accounts		
		Save Cancel
*Account Number 0001110001110001		
*Account Type Savings ~		
*Routing Number 091000019 0		
My Payment Methods		
	There's nothing here so far.	
	 You don't have any payment methods. You must add one to be paid. 	

STEP 6

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

		오 습 ☆ ᄆ 🖗 🔤~
< GM Payment Methods		
Bank Accounts		+ Add
000111000110001 091000019 Savings 5/19/22 United States	Active	
My Payment Methods	be paid into your bank account. (PAY-1636634)	+ Add
G		
3.135 - 17	5	
WEBER COUNTY		

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

Bank Accounts		
0001110001110001	Active	
091000019		
Savings		
5/19/22		
5/15/22		
United States		
My Payment Methods	Saus]	Canaal
My Payment Methods *What do you want to call this payment method?	Save Save	Cancel
My Payment Methods *What do you want to call this payment method? Payment Method	Save *Bank Account 091000019 0001110001110001 Savings	Cancel
My Payment Methods *What do you want to call this payment method? Payment Method *Payment Type	*Bank Account 091000019 0001110001110001 Savings	Cancel
My Payment Methods *What do you want to call this payment method? Payment Method *Payment Type Direct Deposit	*Bank Account 091000019 0001110001110001 Savings	Cancel
My Payment Methods *What do you want to call this payment method? Payment Method *Payment Type Direct Deposit	Save *Bank Account 091000019 0001110001 Savings	Cancel
My Payment Methods *What do you want to call this payment method? Payment Method *Payment Type Direct Deposit	*Bank Account 091000019 0001110001 Savings	<u>C</u> ancel
My Payment Methods *What do you want to call this payment method? Payment Method *Payment Type Direct Deposit	*Bank Account 091000019 000111000113avings	Cancel
My Payment Methods *What do you want to call this payment method? Payment Method *Payment Type Direct Deposit	Save *Bank Account 091000019 0001110001 Savings	Cancel
My Payment Methods *What do you want to call this payment method? Payment Method *Payment Type Direct Deposit	Save *Bank Account 091000019 0001110001 Savings	<u>Cancel</u>

STEP 8

Click on Save

Bank Accounts		
0001110001110001 091000019 Savings 5/19/22 United States	Active	
My Payment Methods "What do you want to call this payment method?	"Bank Account	ncel
Payment Method	091000019 00011100011 Savings ~	
Direct Deposit	~	





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

Bank Accounts		+ Add
0001110001100001 091000019 Savings 5/19/22 United States	Active	
My Payment Methods		+ Add
Payment Method Direct Deposit 091000019 0001110001110001 Savings	100 %	

STEP 10

C Search for people and					☆ □ ♀
Good evening,					
Me My Team My Client (ent Groups Tools Others				
QUICK ACTIONS	APPS				
Personal Details	O C	(A)			
Document Records	Directory	Journeys	Pay	Time and Absences	
Identification Info					
Contact Info	ÎŶ	Ň	\bigcirc	Ĩ	
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My Organization Chart	A	શ્રી	(୍ମ	
(일) My Public Info	Current Jobs	Wellness	Personal Brand	Volunteering	
Change Photo				in states of	HA D



