

Updating Direct Deposit

Visit http://myohio.gov. Enter your User ID and Password and click Sign In.

Step 1

For User ID and Password assistance please contact 1-800-409-1205.



Move your cursor over the **Time & Money** tab in the top toolbar after logging in.

Step 2

Select **Direct Deposit** from the dropdown list.

Time & Money ▼ Health & Benefits ▼ View Paycheck Direct Deposit W-2 Reissue Request W-4 Tax Information Time Time Reporting Timesheet Request Leave/Overtime Payable Time Summary Payable Time Detail Expenses Travel and Expense T & E News and Updates Manager Tasks Approve Travel & Expense Approve Leave/Overtime Request Timesheet Approve Payable Time

To change existing account information click **Edit**.

To add an account, click Step 3 Add Account.

Note: To view account details click the desired account in the **Account Type** column.

Return to Payroll and Compensation

Add Account

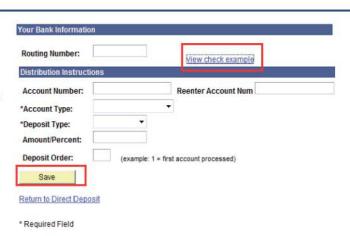


Enter your account information.

When the information is complete click **Save**.

Step 4

Note: Click **View check example** for check details (ex: routing and account number). Fields with an asterisk * are required.



Travelers, please note that any expense reimburs

ement will be to your "Balance" account.

DEFINITION OF FIELDS:

Routing Number: The first nine digits that appear across the bottom of a personal check; they identify the financial institution.

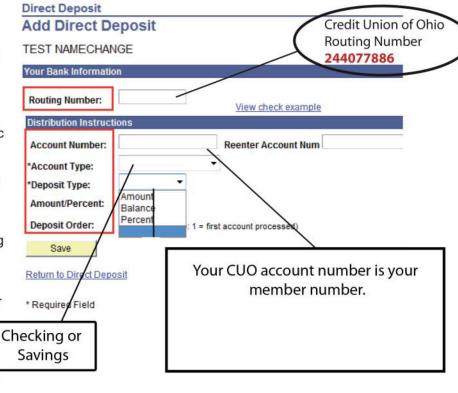
Account Number: Number specific to your account that directs funds into a specific account.

Account Type: Refers to either a checking or savings account.

Deposit Type: Is the specific dollar amount, percentage of your net pay or remaining balance amount to be paid to this account.

Amount/Percent: The whole dollar amount or percentage of a dollar amount to be deposited into the account.

Deposit Order: The order in which the depositing of funds into the account will be processed. Example, "1" indicates this account will be paid first with the specified amount or percentage.



Note: Click Delete to remove an account.

Confirm the deletion of the account by clicking the appropriate button displayed:

Yes - Delete No - Do Not Delete

An email confirming you have submitted a change will be sent to your email on file.