

Employee Self Service

Step 1:

Visit <https://controller.osu.edu> and click Employee Self Service.

Under Accessing Employee Self Service, click the “Employee Self Service (ESS)” Link.

Home **Employee Self Service** W-2 Online

Accessing Employee Self Service

To access Employee Self Service (ESS):

1. **Click Employee Self Service**

Note: Medical Center employees should access ESS through OneSource with their Medical Center username and password.

Step 2:

Enter your Ohio State Username and Password into the window that appears and click **Login**.

For User ID and Password assistance, please contact 8-HELP (on campus) or (614) 688-HELP.

Ohio State Username

Password

Is this a private computer/device? Yes No


[Forgot username?](#) [Forgot password?](#)


Login

Step 3:

Under **Time and Pay**, select the link for **Direct Deposit**.

Time and Pay

 **Direct Deposit**
Add or update your direct deposit information.

 **View Paycheck**
Review current and prior paychecks.

Step 4:

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

To add a new account for Direct Deposit, click **Add Account**.


Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Details

Account Type	Routing Number	Account Number		
Checking	987654321	*****	Edit	Remove
Savings	987654321	*****	Edit	Remove

Add Account



Employee Self Service

Step 5:

Enter your Account Information.

When the information is complete, click the **Submit** button toward the bottom of the fields.

Note: You can click **View Check Example** to see where to find your account number and the routing number.

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

Submit

* Required Field

[Return to Direct Deposit](#)

Definitions:

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: This will determine if a specific dollar amount, percentage of your net pay, or remaining balance amount is to be paid to this account.

Amount or Percent: If using Amount or Percent in Deposit Type, this will determine the whole dollar amount or percentage to be deposited into the account.

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

[Direct Deposit](#)
[Add Direct Deposit](#)

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

Submit

* Required Field

[Return to Direct Deposit](#)

Credit Union of Ohio
Routing Number:
244077886

Savings or Checking

Your CUO Savings Account number is the same as your member number.