# **Employee Self Service**

# Direct Deposit Guide

#### Step 1:

Visit <a href="https://controller.osu.edu">https://controller.osu.edu</a> and click Employee Self Service.

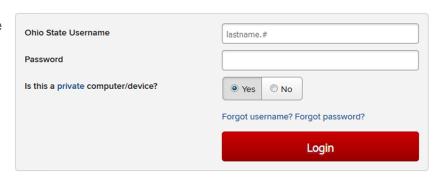
Under Accessing Employee Self Service, click the "Employee Self Service (ESS)" Link.



### Step 2:

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

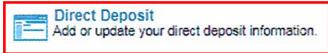
For User ID and Password assistance, please contact 8-HELP (on campus) or (614) 688-HELP.



### Step 3:

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

## Time and Pay





## Step 4:

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

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



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#### 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.

