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.

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**.

Step 4:

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

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

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

Credit Union of Ohio Routing Number: **244077886**

Your Bank Information

Routing Number [   ] 🔍 View Check Example

Distribution Instructions

Savings or Checking

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

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