Setting Up Payroll Payments

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Oracle Employee Self Service will allow you to select how much of your paycheck you would like directly deposited into your bank account(s) and how much you would like to receive in check form (if any).

Note: You will need to turn off your Pop-Up Blocker or select to accept pop-ups from the site.

1. Navigate to the Oracle Index website at:

http://oracleapps.sandiego.edu.

2. Enter your username and password.

3. When the page appears, select

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4. Select 

5. This will bring you to the **Manage Payroll Payments: Define Payments** page.

If you requested direct deposit previously, your account should be reflected here. For example, if you already have your paycheck directly deposited into your checking account, you will see the payment type as **Deposit**, your Account Type as **Checking Account**, and your Account Number listed. If this information is not listed accurately, please contact the Payroll Department at ext. 4818.

If you would like to add another account and specify funds to be deposited:

1. Click 

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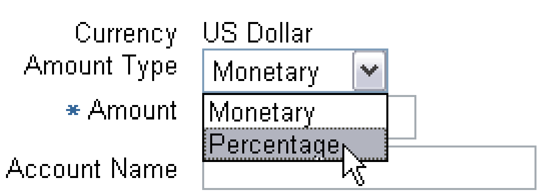
2. This will bring up the **Add Deposit Payment** page.

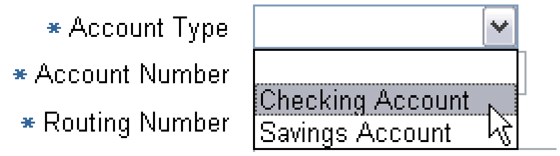
3. You will need to select whether you want to specific a specific dollar amount to be deposited into this account (for example: $100) which is referred to as **Monetary** or a percentage of your pay (for example: 10% of your pay), referred to as **Percentage**. Select one choice from the drop down menu.



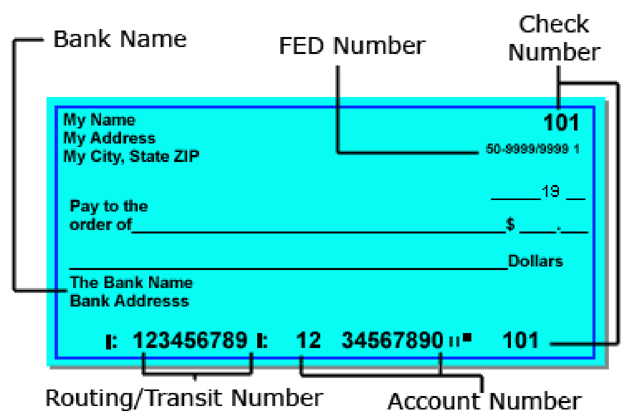
4. Enter the amount (either dollars or percent) in the **Amount** field.

5. Enter an **Account Name** so that you can easily identify between accounts. (For example: Vacation Account.)

6. Select an **Account Type** (either Checking or Savings).



7. In order to complete the next couple of fields, you will need to know your **Account Number** and Bank **Routing Number**. You can find this information on the bottom of your check, by contacting the bank, or by looking on the bank's website. Different banks may place the groups of numbers in different orders, but will usually list three items: the routing number, the account number, and the check number. Here is an example of where you can find the information on a check.



8. Enter the **Account Number** and **Routing/Transit Code** in appropriate spaces.

9. Enter the **Bank Name** and the **Bank Branch** (if you know the specific branch). These fields are not required, but we recommend filling it out completely.

10. When finished, click 

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11. This will return you to the **Manage Payroll Payments: Define Payments** page and you will be able to see the new account with designated amounts to be deposited.

12. If you want to update the account, click 

Note: Changes will be effective depending upon the date the payroll is processed. If it is entered after this date, changes will be effective the next payroll. All new accounts will be prenoted to ensure that funds are deposited into an appropriate account. Direct deposit will then be effective the following payroll.