How to Sign Up for Direct Deposit

Go to https://my.sandiego.edu/cp/home/displaylogin

Type in your e-mail username and password and click Login.

Click on the Employee tab and Employee Resources

Under Employee Links, click on HR Employee Self Service.

- USD Policy Manual
- HR Employee Self Service (Oracle)

Type in your USD One User Name and Password (If you forgot your password, contact the ITS Help Desk at extension 7900 for assistance)

Click on USD Employee Self Service

Under Payroll Self-Service, click on Direct Deposit Setup

Click on Add Deposit Payment
Amount Type: Click dropdown for a percentage or Monetary (dollar amount)
Account Name: Enter your Last name, First name
Account Type: Click the dropdown for Checking or Savings
Account Number: Enter bank account number
Transaction Code: Enter routing number
Bank Name: Enter the bank name
Bank Branch: Enter the City and State where you set up the account
Click Apply when finished

Click Continue if everything looks correct

Click Submit

Once completed, you will see a confirmation

If you have any questions, please call the Payroll Department at (619) 260-4818 or email at payroll@sandiego.edu.