

# How to Sign Up for Direct Deposit

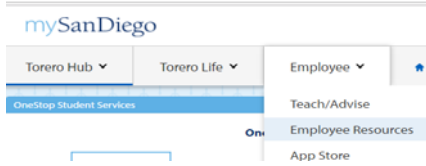
Go to <https://my.sandiego.edu/cp/home/displaylogin>

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



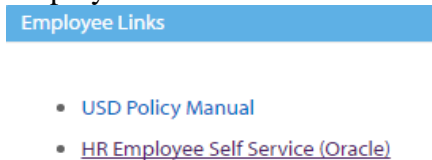
The image shows the MySanDiego login page. It features a blue header with the University of San Diego logo and the text "MySanDiego". Below the header, there are two input fields: one for the username and one for the password. A "Login" button is positioned to the right of the password field. To the right of the login fields, there are links for "Students, Faculty and Staff" (with sub-links "Register for an account", "Forgot password", "Change Password") and "USD Applicants" (with sub-link "Forgot username/password"). A small icon for the mobile app is also visible.

Click on the Employee tab and Employee Resources



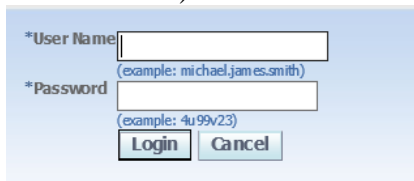
The image shows the mySanDiego navigation menu. It includes tabs for "Torero Hub", "Torero Life", and "Employee". The "Employee" tab is selected, and a dropdown menu is open showing options: "Teach/Advise", "Employee Resources", and "App Store".

Under Employee Links, click on HR Employee Self Service.



The image shows the "Employee Links" menu. It contains two items: "USD Policy Manual" and "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)



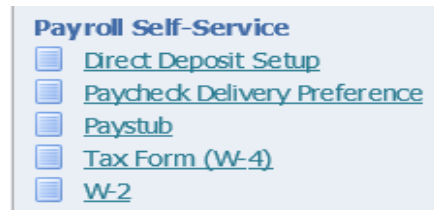
The image shows a login form for USD One. It has two input fields: "\*User Name" and "\*Password". Below the "User Name" field is an example: "(example: michael.james.smith)". Below the "Password" field is an example: "(example: 4u99v23)". There are "Login" and "Cancel" buttons at the bottom.

Click on USD Employee Self Service



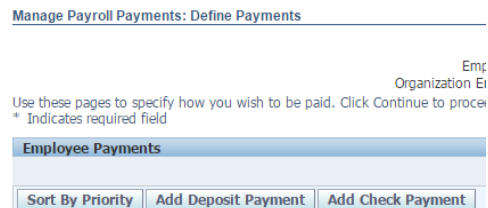
The image shows the "Navigator" menu. It contains three items: "Payroll Professional", "US Super HRMS Manager", and "USD Employee Self Service".

Under Payroll Self-Service, click on Direct Deposit Setup



The image shows the "Payroll Self-Service" menu. It contains five items: "Direct Deposit Setup", "Paycheck Delivery Preference", "Paystub", "Tax Form (W-4)", and "W-2".

Click on Add Deposit Payment



The image shows the "Manage Payroll Payments: Define Payments" page. It includes a header "Emr Organization E...", a note "Use these pages to specify how you wish to be paid. Click Continue to proceed", and a sub-section "Employee Payments" with buttons for "Sort By Priority", "Add Deposit Payment", and "Add Check 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

Priority	Payment Type	IAT	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
1	Deposit	<input type="checkbox"/>	Checking Account	123456789	Remaining Pay		US Dollar		

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.