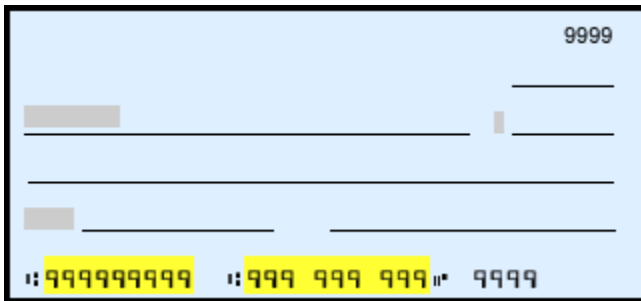# OBERLIN

COLLEGE & CONSERVATORY

Direct Deposit Guide

Prior to setting up your Direct Deposit, be sure to have your routing and account number, which can be found on the bottom of a personal check or on your online banking portal.

The Routing/ABA (American Banker's Association) Number is used to identify your specific financial institution.

- Savings Accounts – While this could be the same as your checking routing number, we encourage you to contact your financial institution to obtain your savings account routing number, in the event it is different.

Warning:

- A bank may have several routing numbers. Enter the specific routing number listed on your check or provided by your bank to prevent delays in processing your funds.

- Newer bank, small out of state Credit Unions, or city specific bank routing numbers may require additional steps. If you receive an error when adding your routing number, please reach out to payroll@oberlin.edu. The provided routing number will be verified and added to the system of record. Once it has been added, you will receive a confirmation and you may continue with your direct deposit set-up.

Follow the instructions on the following page to add or make changes to your Direct Deposit Allocation.

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1) Go to Oberview.Oberlin.edu and search for "Employee Dashboard". Select "Start" on the top right hand side of the page to launch your Employee Dashboard.
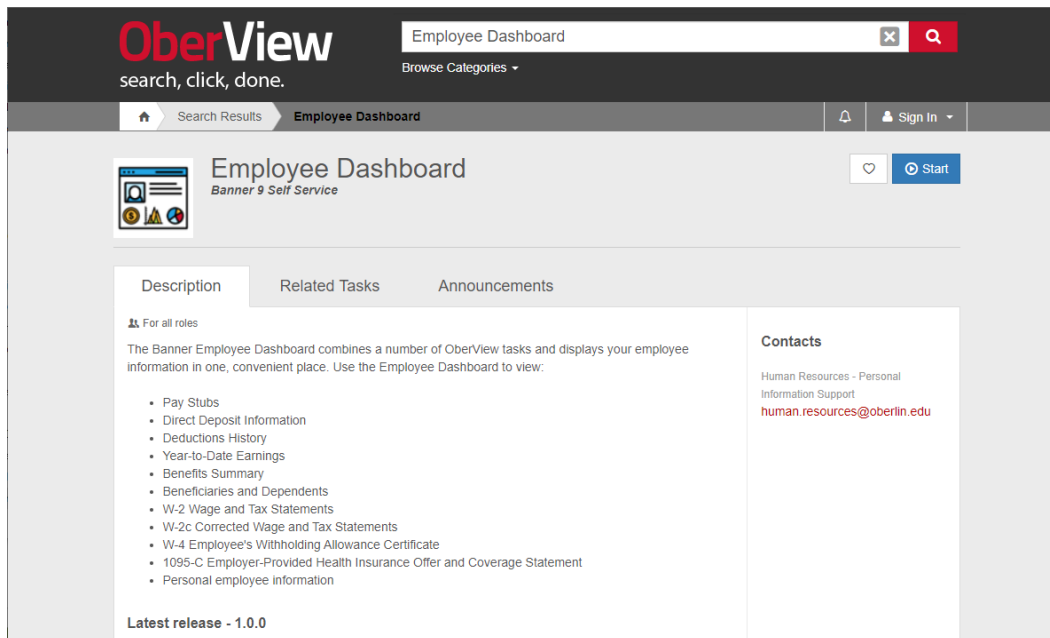
2) On your Employee Dashboard, you will see a "Pay Information" section. From this section, click on "Direct Deposit Information".
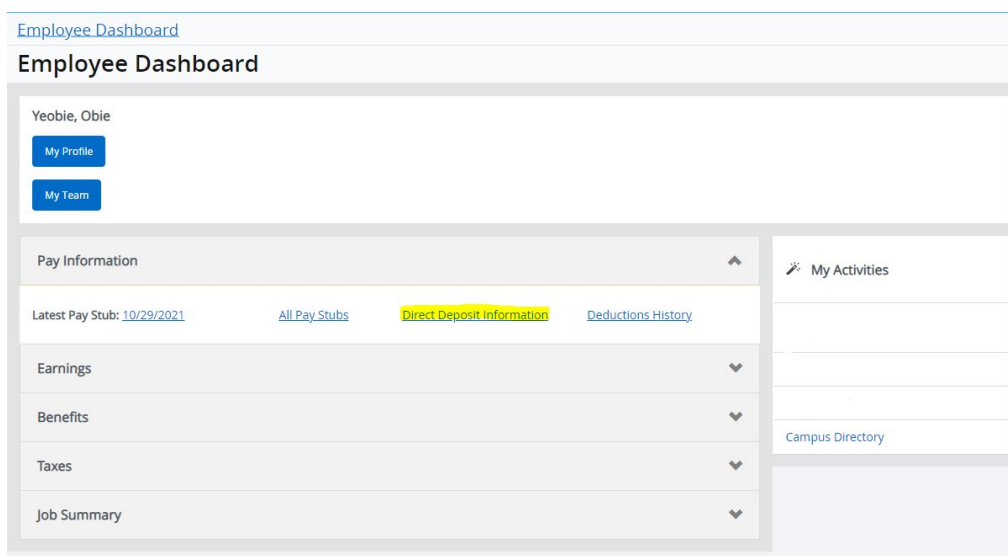
3) On the Direct Deposit Allocation page, you will add your pay account under the "Proposed Pay Distribution" by clicking the "Add New" option.
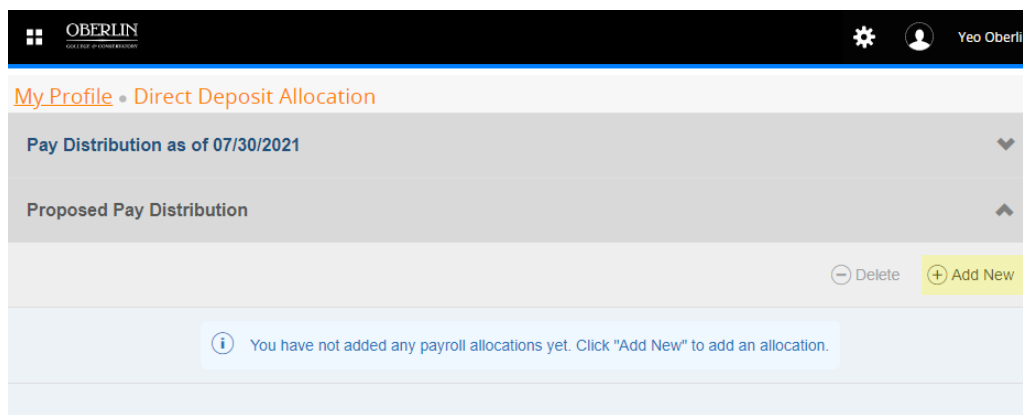
4) On the following screen, enter the appropriate routing and account number information and select "Save New Deposit" to save your information:

Remaining Amount: If no other accounts exist, this will place all your earnings into the specified account. If other accounts exist and you have allocated a specific amount or percentage to those, use the remaining amount option for your last account*.

Specific Amount: This will allocate a specific dollar amount into the account you are setting up. Only use if you have multiple accounts.

Percentage: This will allocate a percentage of your earnings into the account you are setting up. Only use if you have multiple accounts.

*Priority of accounts is important if you are adding more than one account. Percentages will read from the remaining amount (i.e. $100 pay, 10% allocated to account 1, priority 1 = $10, 50% allocated to account 2, priority 2 = $45, etc). Prioritize specific amounts and percentages first and remaining amount last.

5) Once added, you will be re-directed to the Direct Deposit Allocation page, which will show the saved account information for future pay distributions. **You will also need to add your account to the Accounts Payable Deposit* option.** To do this select the "Add New" option.

*Accounts Payable Deposit pertains to payments issued by the Accounts Payable Office. These could be refunds, honorariums, 1099 pays, AP payments, re-issuance of funds due to incorrect initial DD information, etc.

6) On the following screen, select "Create from Existing Account Information", select your account, and check the box. Finalize by clicking "Save New Depost".

Once you complete this step, this completes your direct deposit set-up.