OBERLIN
COLLEGE & CONSERVATORY

Welcome Back Obies!

The Student Employment, Payroll, Finance, and Human Resources Office are reaching out to you due to the College's decision to eliminate OCMR boxes.

This decision has had an impact on how you may receive any checks from the college going forward. In an effort to streamline the process for you, and ensure you have no issues in receiving any funds you may be expecting from the college, we'd like to encourage you to sign up for direct deposit, if you haven't enrolled already.

The Issue:

- OCMR boxes are no longer accessible, effective immediately. For more info, see the published bulletin here.
- Lockers are available for mail and parcels, but there is a limited number of lockers.
- Payroll and Accounts Payable check prints are in excess of available lockers.
- There will be a new process in the student mailroom to receive paper checks.
  - The new process will require checks to be picked up at the mailroom window; unless you receive notification that you have pending mail in a locker, items are available in lockers for 72 hours.

The Solution:

- Direct Deposit
  - Reduces carbon footprint
  - Reduces Waste
  - Convenient
  - Secure
  - Saves Time
- Promotes OC's efforts to go green!
- Avoid lines and wait times to pick up your paper check.

If you are employed through the college, please follow these instructions to complete your direct deposit setup. Complete both the "Proposed Pay Distribution" and "Accounts Payable Deposit" sections to receive payroll and accounts payable monies via direct deposit.

If you are not currently employed, go to OberView, search for the "Direct Deposit Allocation" tile, and proceed with the direct deposit guide instructions, step 3.

If you run into any issues with routing number validations or have any additional questions or concerns, please do not hesitate to reach out to us at Student.Employment@oberlin.edu.