Online Direct Deposit Instructional

- Go to oberview.oberlin.edu
- Select “Direct Deposit Allocation”
- Sign in using your ObieID and Password
- You will be taken directly to the Direct Deposit Screen

Direct Deposit Allocation

Pay Distribution as of Feb 28, 2019
Bank Name: Morgan Chase Bank Routing Number: 111000001 Account Number: 123456789 Account Type: Checking
Total Net Pay: $1000.00

Proposed Pay Distribution:
Bank Name: Morgan Chase Bank Routing Number: 111000001 Account Number: 123456789 Account Type: Checking
Priority Amount: $300.00 Percent: 30.00% Net Pay Distribution: 30.00%
Yes Yes

Update Direct Deposit Allocation

[ Earnings History | Pay Stub | Deductions History ]

If you currently have an active direct deposit account, it will be listed here. Select “Update Direct Deposit Allocation” to add or remove an account.

- Add New Account
  - You’ll need your bank routing AND account number to set up a new account.
  - If splitting your pay between more than one account, ensure the last account is listed as 100%
    - i.e. $600 pay to be split between 3 accounts. Half of pay to one account, 25% to a 2nd account and remaining 25% to a third account.
      - Set up as follows: Account 1 set at 50%, Account 2 set at 25%, Account 3 set at 100%.