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

The following accounts are listed in the order in which your pay is currently being distributed.

Pay Distribution as of Feb 28, 2019

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Account Type</th>
<th>Net Pay Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>JP Morgan Chase Bank</td>
<td>90000000000</td>
<td>123456789012</td>
<td>Checking</td>
<td>Total Net Pay</td>
</tr>
</tbody>
</table>

Proposed Pay Distribution:

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Account Type</th>
<th>Priority Amount or Percent</th>
<th>Net Pay Distribution</th>
<th>Payroll Accounts Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>JP Morgan Chase Bank</td>
<td>90000000000</td>
<td>123456789012</td>
<td>Checking</td>
<td>100.00%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Update Direct Deposit Allocation

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%.
  - We recommend selecting Payroll Deposit AND Accounts Payable options.