Updating Direct Deposit

Step 1	Visit http://myohio.gov. Enter your User ID and Password and click **Sign In**. For User ID and Password assistance please contact 1-800-409-1205.

Employee Signon

User ID:

Password:

Sign In
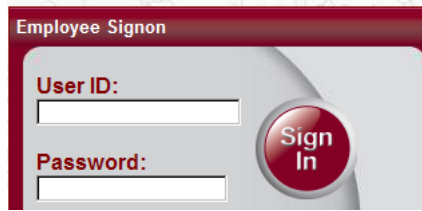
Step 2	Move your cursor over the **Time & Money** tab in the top toolbar after logging in. Select **Direct Deposit** from the drop-down list.

Time & Money ▼ | Health & Benefits ▼

Pay
- View Paycheck
- Direct Deposit
- W-2 Reissue Request
- W-4 Tax Information

Time
- Time Reporting
- Timesheet
- Request Leave/Overtime
- Payable Time Summary
- Payable Time Detail

Expenses
- Travel and Expense
- T & E News and Updates

Manager Tasks
- Approve Travel & Expense
- Approve Leave/Overtime Request
- Timesheet
- Approve Payable Time

Step 3	To change existing account information click **Edit**. To add an account, click **Add Account**. Note: To view account details click the desired account in the **Account Type** column.

Review, add or update your direct deposit information.

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Savings	923456786	********1234	Percent	9.99%	9	Edit	Delete
Checking	923456786	********1212	Balance		999	Edit	

Add Account

Return to Payroll and Compensation

Step 4

Enter your account information.

When the information is complete click **Save**.

Note: Click **View check example** for check details (ex: routing and account number). Fields with an asterisk * are required.

Your Bank Information

Routing Number: _____

View check example

Distribution Instructions

Account Number: _____ Reenter Account Num _____

*Account Type: _____ ▼

*Deposit Type: _____ ▼

Amount/Percent: _____

Deposit Order: ____ (example: 1 = first account processed)

Save

Return to Direct Deposit

* Required Field

Travelers, please note that any expense reimbursement will be to your "Balance" account.

DEFINITION OF FIELDS:

Routing Number: The first nine digits that appear across the bottom of a personal check; they identify the financial institution.

Account Number: Number specific to your account that directs funds into a specific account.

Account Type: Refers to either a checking or savings account.

Deposit Type: Is the specific dollar amount, percentage of your net pay or remaining balance amount to be paid to this account.

Amount/Percent: The whole dollar amount or percentage of a dollar amount to be deposited into the account.

Deposit Order: The order in which the depositing of funds into the account will be processed. Example, "1" indicates this account will be paid first with the specified amount or percentage.

Direct Deposit

Add Direct Deposit

TEST NAMECHANGE

Your Bank Information

Routing Number: _____

View check example

Distribution Instructions

Account Number: _____ Reenter Account Num _____

*Account Type: _____ ▼

*Deposit Type: _____ ▼

Amount/Percent: | Amount |
Balance |
Percent |

Deposit Order: ____ : 1 = first account processed)

Save

Return to Direct Deposit

* Required Field

Note: Click **Delete** to remove an account.

Confirm the deletion of the account by clicking the appropriate button displayed:

Yes - Delete   No - Do Not Delete

An email confirming you have submitted a change will be sent to your email on file.