



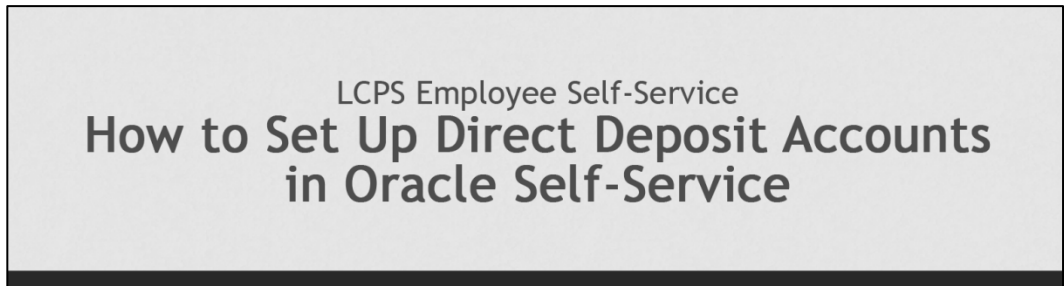
# LCPS: HOW TO SET UP DIRECT DEPOSIT ACCOUNTS

## Summary

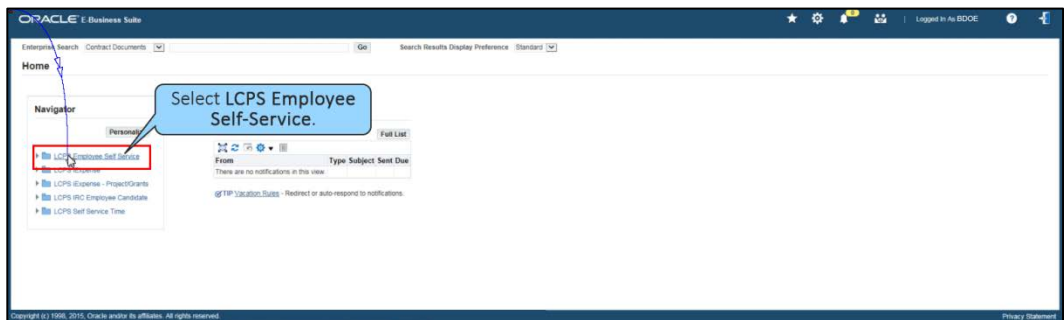
In this module you will learn how to set up direct deposit accounts in Oracle Self-Service.

## Steps

1. Welcome to the training module on How to Set Up Direct Deposit Accounts in Oracle Self-Service!



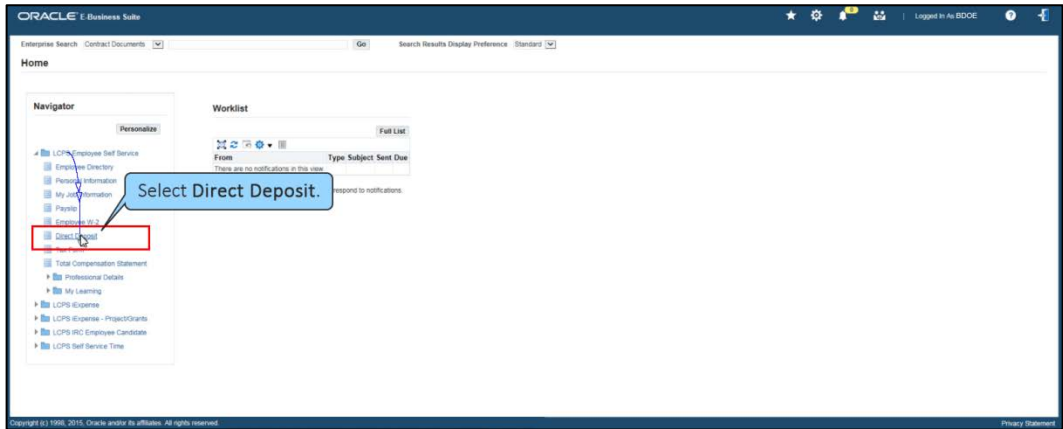
2. From the Home page, you are able to access all of the features available in Oracle Self-Service. Let's begin by selecting **LCPS Employee Self-Service**.



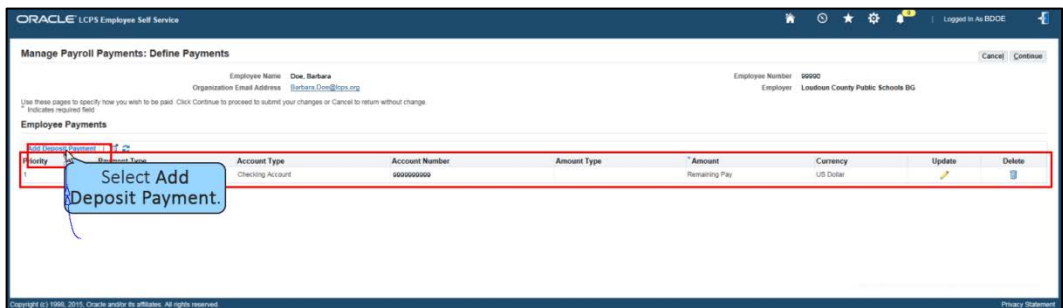


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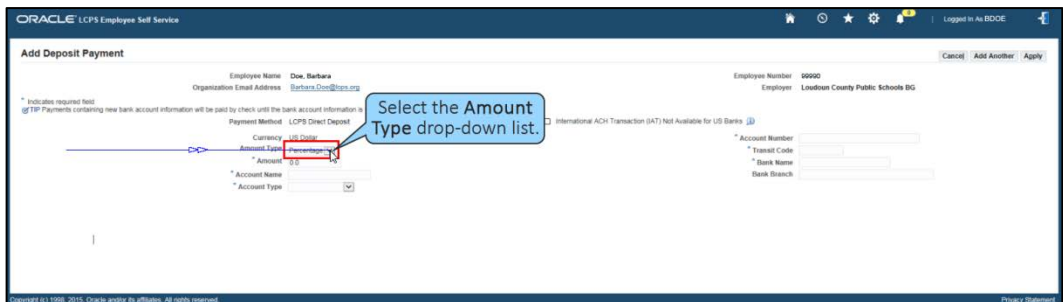
- The self-service options display. Select **Direct Deposit** to access your direct deposit accounts.



- The Manage Payroll Payments: Define Payments window displays. Here you are able to view all of your existing direct deposit accounts. To add a new account, select **Add Deposit Payment**. Note: This option is unavailable during payroll processing days.



- The Add Deposit Payment page appears. You must provide banking information for each direct deposit account that you set up. This includes the Name of the Bank, the Branch where the account was set up, Account Type, Account Number, and Transit Code (also known as Routing Number). It is helpful to have all of this information available when setting up your direct deposit accounts. Begin adding your new account by selecting the **Amount Type** drop-down list.





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6. Select the **Monetary** option.

7. Select the **Amount** field.

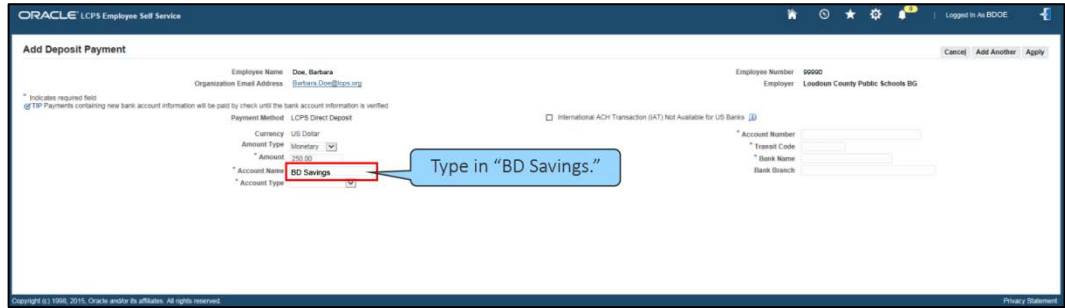
8. For this scenario, type in "250.00" which is the amount that will be deposited in this account each pay period.

9. You can keep track of each of your direct deposit accounts by giving them names that reflect the purpose of the account. In this scenario, we will create a savings account for Barbara Doe. Select the **Account Name** field.

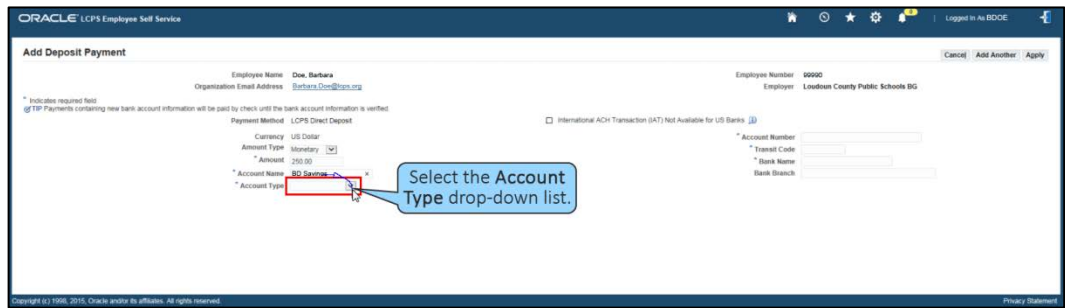


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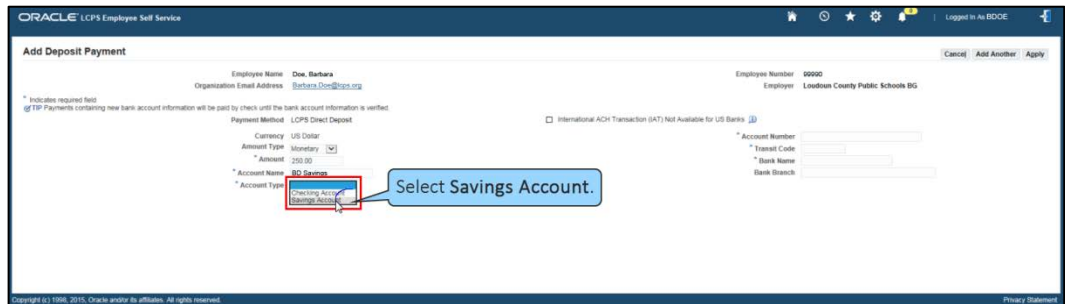
10. Type in “BD Savings” to identify the account as Barbara Doe’s savings account.



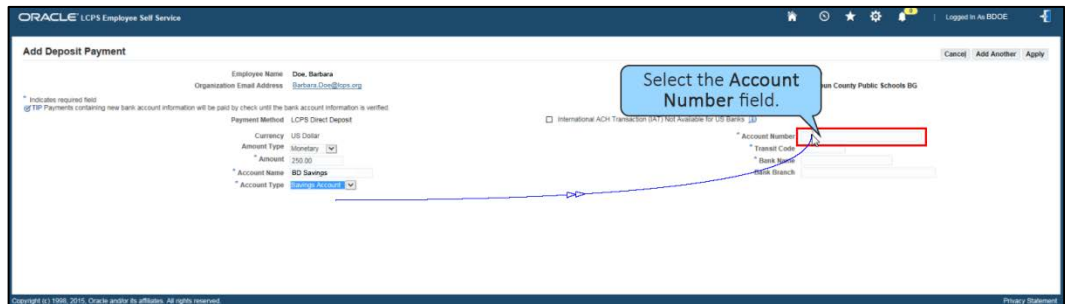
11. Select the type of bank account which will receive the deposit. Select the **Account Type** drop-down list.



12. For this scenario we will send the deposit to the savings account. Select **Savings Account**.



13. Now you have to add your bank account details. Select the **Account Number** field.





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14. Type in the account number, "1234567890."

The screenshot shows the 'Add Deposit Payment' form in Oracle LCPS Employee Self Service. The form is for employee Doc. Barbara. The 'Account Number' field is highlighted with a red box, and a callout bubble points to it with the text 'Type in the account number, "1234567890."'.

15. Select the **Transit Code** field. The transit code is also known as the Routing Number.

The screenshot shows the 'Add Deposit Payment' form. The 'Transit Code' field is highlighted with a red box, and a callout bubble points to it with the text 'Select the Transit Code field.'

16. Type in the transit code, "255071981."

The screenshot shows the 'Add Deposit Payment' form. The 'Transit Code' field is highlighted with a red box, and a callout bubble points to it with the text 'Type in the transit code, "255071981."'.

17. Select the **Bank Name** field.

The screenshot shows the 'Add Deposit Payment' form. The 'Bank Name' field is highlighted with a red box, and a callout bubble points to it with the text 'Select the Bank Name field.'



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18. Type in your bank name. For this scenario, type in "Capital One."

The screenshot shows the 'Add Deposit Payment' form in the Oracle LCPS Employee Self Service system. The form is for employee Doc. Barbara (Employee Number: 00000). The 'Bank Name' field is highlighted with a red box, and a blue callout bubble points to it with the text 'Type in the bank, "Capital One."'. Other fields include 'Account Number' (1234567890), 'Transit Code' (250271881), and 'Bank Branch' (Capital One).

19. Select the Bank Branch field.

The screenshot shows the 'Add Deposit Payment' form. The 'Bank Branch' field is highlighted with a red box, and a blue callout bubble points to it with the text 'Select the Bank Branch field.'.

20. Type in the bank branch, "Cheshire Station."

The screenshot shows the 'Add Deposit Payment' form. The 'Bank Branch' field is highlighted with a red box, and a blue callout bubble points to it with the text 'Type in the branch, "Cheshire Station."'. The 'Bank Name' field now contains 'Capital One'.

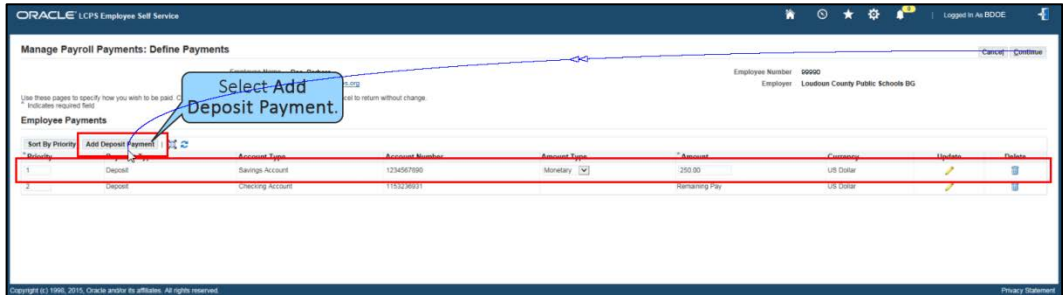
21. Select **Apply**.

The screenshot shows the 'Add Deposit Payment' form. The 'Apply' button is highlighted with a red box, and a blue callout bubble points to it with the text 'Select Apply.'.

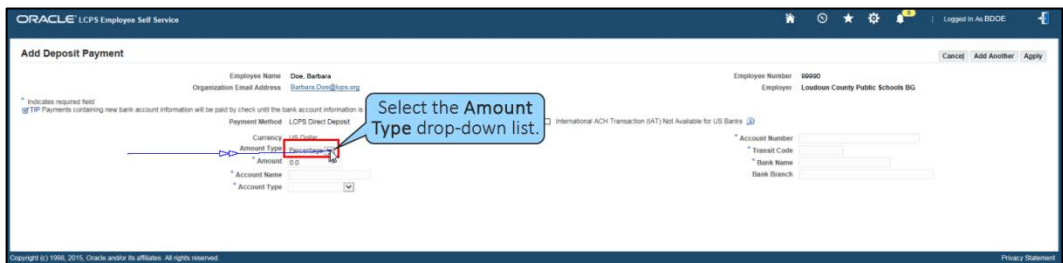


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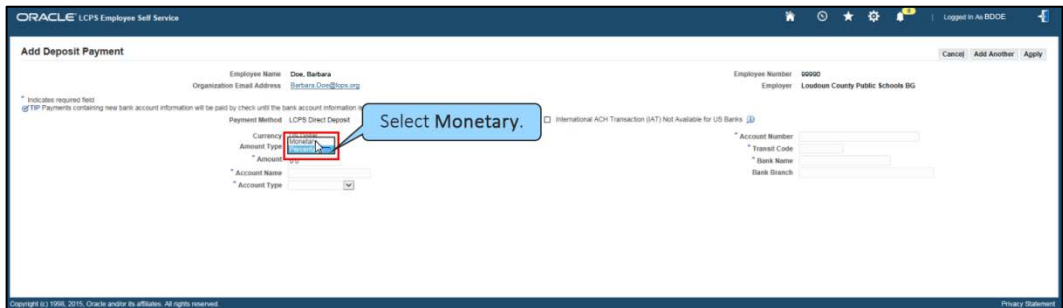
22. The Manage Payroll Payments: Define Payments page reappears. You can now see the direct deposit that has been added. Now let's set up a Vacation Savings Fund. Select **Add Deposit Payment**.



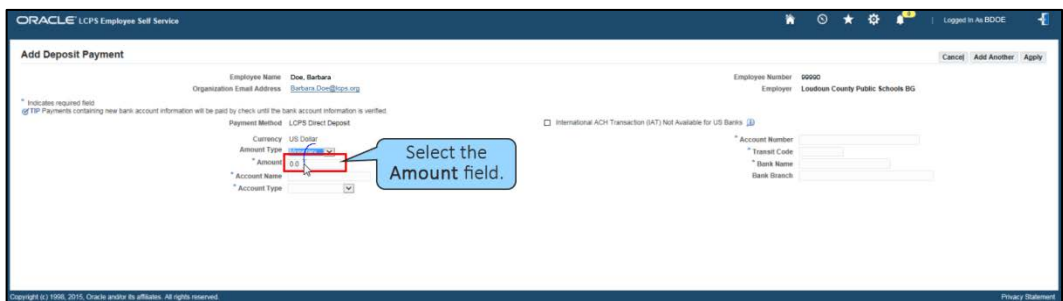
23. The Add Deposit Payment page appears. Select the **Amount Type** drop-down list.



24. Select the **Monetary** option.



25. Select the **Amount** field.





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26. Type in "100.00."

27. Let's name our vacation fund. Select the **Account Name** field.

28. Then type in "Vacation Fund."

29. Again, we will deposit to a savings account. Select the **Account Type** drop-down list.





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30. Select Savings Account.

31. For this vacation fund, we will link our deposit payment to a different account at the same bank. Select the **Account Number** field.

32. Type in the account number, "2345678901."

33. Select the **Transit Code** field. .



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34. Type in the transit code, "255071981."

35. Re-enter the bank's name. Select the **Bank Name** field.

36. Type in the bank, "Capital One."

37. Select the Bank Branch field.



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38. Type in the bank branch, "Cheshire Station."

Oracle LCPS Employee Self Service

Employee Name: Doc. Barbara  
 Organization Email Address: Barbara.Don@lcps.org  
 Employee Number: 00000  
 Employer: Loudoun County Public Schools BG

Payment Method: LCPS Direct Deposit  
 International ACH Transaction (AAT) Not Available for US Banks

Account Number: 2345678901  
 Transit Code: 25071981  
 Bank Name: Capital One  
 Bank Branch: Cheshire Station

Callout: Type in the branch, "Cheshire Station."

39. Select **Apply**.

Callout: Select Apply.

40. The Manage Payroll Payments: Define Payments page reappears. You can now see the newest direct deposit that has been added to the Employee Payments list. You can continue on this page by sorting the accounts shown or by adding additional payment accounts.

Oracle LCPS Employee Self Service

Manage Payroll Payments: Define Payments

Employee Name: Doc. Barbara  
 Organization Email Address: Barbara.Don@lcps.org  
 Employee Number: 00000  
 Employer: Loudoun County Public Schools BG

Priority	Payment Type	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
1	Deposit	Savings Account	2345678901	Monetary	100.00	US Dollar	[Pencil]	[Trash]
2	Deposit	Savings Account	1234567890	Monetary	250.00	US Dollar	[Pencil]	[Trash]
3	Deposit	Checking Account	0000000000		Remaining Pay	US Dollar	[Pencil]	[Trash]

41. By default, the last account added appears as the first account in your list. Now that multiple accounts have been set up, you can change the order that they appear in the list. Select the **Priority** field for the first account in the list.

Callout: Select the Priority field for the first account.



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42. Change the priority from "1" to "2."

Priority	Payment Type	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
2	Deposit	Monetary Account	2345678901	Monetary	100.00	US Dollar		
2	Deposit	Savings Account	1234567890	Monetary	250.00	US Dollar		
3	Deposit	Checking Account	999999999	Remaining Pay		US Dollar		

43. Select and change the priority for the second account in the list from "2" to "1."

Priority	Payment Type	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
2	Deposit	Monetary Account	2345678901	Monetary	100.00	US Dollar		
1	Deposit	Savings Account	1234567890	Monetary	250.00	US Dollar		
3	Deposit	Checking Account	999999999	Remaining Pay		US Dollar		

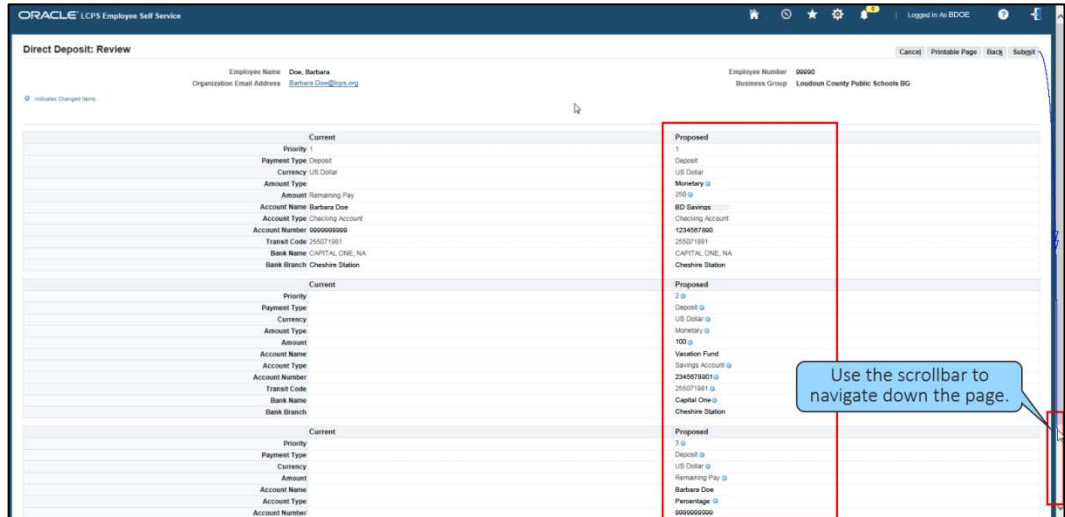
44. Select **Continue** to save the changes.

Priority	Payment Type	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
2	Deposit	Savings Account	2345678901	Monetary	100.00	US Dollar		
1	Deposit	Savings Account	1234567890	Monetary	250.00	US Dollar		
3	Deposit	Checking Account	999999999	Remaining Pay		US Dollar		

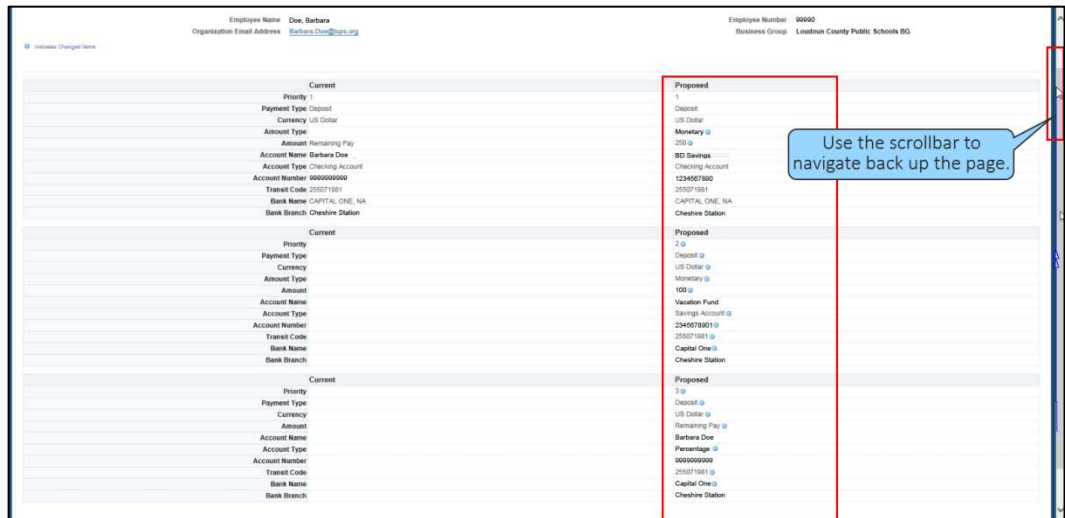


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- 45. The Direct Deposit: Review page appears. Here you can review all Proposed account changes and compare them to the Current account settings. If you have made many changes, you have to scroll down the page to view all of the proposed changes. Use the scrollbar to navigate down the page.



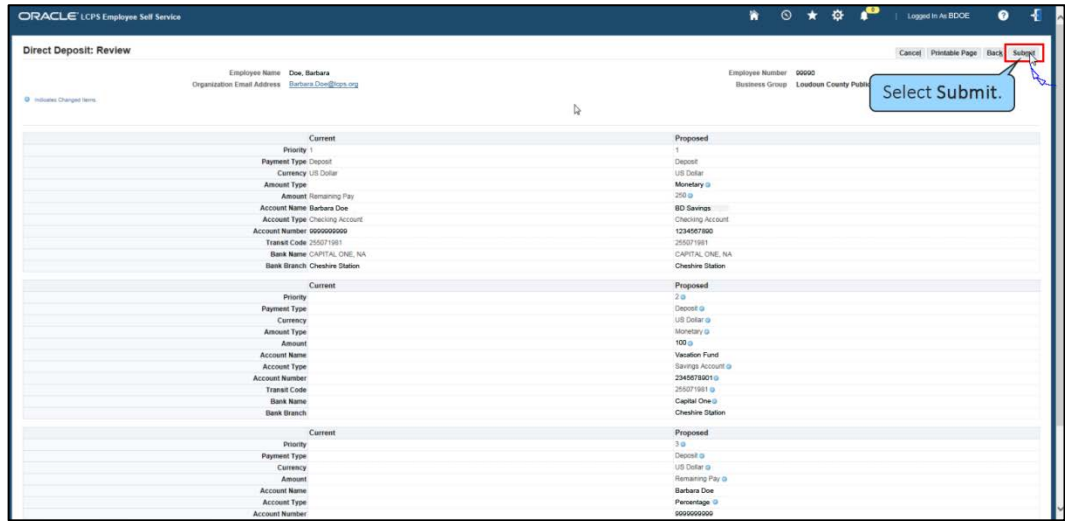
- 46. Continue to review all proposed changes. Then use the scrollbar to navigate back up the page.





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- 47. Once you have reviewed all account information for accuracy, select **Submit** to submit these changes to the Payroll Department.



- 48. A Confirmation page appears informing you that your changes have been applied. Now, select **Home** to return to the Home page. You have completed the training module on How to Set Up Direct Deposit Accounts in Oracle Self-Service.

