

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!

LCPS Employee Self-Service 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**.



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

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Enterprise Search Contract Documents	Go Search Results Display Preference Standard 💌	
Home		
Navigator	Worklist	
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4. 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.

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only the deaderst Tope Account Number Amount Type Annount Type Annount Type Remain Select Add Checking Account Socioposoo Remain	nt Ig Pay	Cu	urrency 5 Dollar		Update 🤌	Delete	
Deposit Payment.							

5. 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.

ORACLE LCPS Employee Self Service	*	1 (9 1	* \$	* •	P	Logged in	ALBOOE	-{	1
Add Deposit Payment							Cancel	Add Another	Apply	
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6. Select the Monetary option.

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Add Deposit Payment						Cancej	Add Another	Apply
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Amount Type Dimit Com	Transit Cod * Bank Nam	Se Se						
* Account Name * Account Type	Bank Branc							

7. Select the **Amount** field.

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	* Account Number	()	
Amount type Income	* Transit Code		
Amount field	Thereis Code	·	
	* Bank Name		
Altroduce inclusion	Bank Branch	*	
* Account Type			

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

ORACLE' LCPS Employee Self Service			0 \star 🏟 루	Logged in As BDOE	-{
Add Deposit Payment				Cancel Add Another	Apply
Employee Name Organization Email Address * Indicates required field @TIP Payments containing new bank account information will be paid by check until the 1	Dee, Barbara Berbara Oce@leps.org bank account information is verified	Employee Number Employer	69990 Loudoun County Public Schools BG		
Payment Method Currency	LCPS Direct Deposit US Dolar	International ACH Transaction (IAT) Not Available for US Barris Account Number Account Number			
Amount Type Amount Account Name	250.00 Type in "250.00."	" Transit Code " Bank Mame Bank Branch			
* Account Type					
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 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.

ORACLE LCPS Employee Self Service		×	◎★♥₽	Logged in As BDOE	-{
Add Deposit Payment				Cancel Add Another	Apply
Employee Name	Doe, Barbara	Employée Number	69990		
Organization Email Address	Barbara Doe@isps.org	Employer	Loudoun County Public Schools BG		
Indicates required field of TIP Payments containing new bank account information will be paid by check until the b	ank account information is verified.				
Payment Method	LCPS Direct Deposit	International ACH Transaction (IAT) Not Available for US Banks (B)			
Currency	US Dollar	* Account Number			
Amount Type	Monetary V	* Transit Code			
* Amount	200.06 × Calaattha Aaa	* Bank Name			
* Account Name	Select the Acc	DUNT Bank Branch			
* Account Type	Name field				
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10. Type in "BD Savings" to identify the account as Barbara Doe's savings account.

ORACLE' LCPS Employee Sell Service		*	• ⊙ ★ Φ	,	Logged in As BDOE	-1
Add Deposit Payment					Cancel Add Another	Apply
Employee Name	Doe, Barbara	Employee Number	00000			
Organization Email Address	Barbara.Doe@icps.org	Employer	Loudoun County Public Scho	iols BG		
Indicates required field of TIP Payments containing new bank account information will be paid by check until the t	ank account information is verified					
Payment Method	LCPS Direct Deposit	International ACH Transaction (IAT) Not Available for US Banks ()				
Currency	US Dollar	* Account Number				
Amount Type	Monetary V	* Transit Code				
Amount	250.00	Type in "BD Savings"				
Account Name	BD Savings	Type III DD SdvIIIgs. Bank Branch				
Account type						
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11. Select the type of bank account which will receive the deposit. Select the **Account Type** drop-down list.

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Add Deposit Payment								Cancel	Add Another	Apply
Employee Name	Doe, Barbara	Employee Number	er pp	990						
Organization Email Address	Barbara Doe@icps.org	Employer	er Lo	udoun C	County P	ublic Sch	ools BG			
Indicates required field of TIP Payments containing new bank account information will be paid by check until the to the paid by the paid by t	sank account information is verified									
Payment Method	LCPS Direct Deposit	International ACH Transaction (IAT) Not Available for US Banks (1)								
Currency	US Dollar	* Account Number	er.							
Amount Type	Monetary 🛩	" Transit Code	de							
"Amount	250.00	* Bank Name	ne							
* Account Name * Account Type	BD Savinger	Select the Account Type drop-down list.	ch.							
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12. For this scenario we will send the deposit to the savings account. Select **Savings Account**.

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Add Deposit Payment				G	ance Add Another	Apply
Employee Name	Doe, Barbara	Employee Number	00000			
Organization Email Address	Barbara Doeglicos org	Employer	Loudoun County Public Schoo	ols BG		
Indicates required field g TIP Payments containing new bank account information will be paid by check until the b	ank account information is verified.					
Payment Method	LCPS Direct Deposit	International ACH Transaction (IAT) Not Available for US Banks (D)				
Currency	US Dollar	* Account Number				
Amount Type	Monetary 💟	* Transit Code				
* Amount	250.00	* Bank Name				
* Account Name * Account Type	Checking Account	Savings Account.				
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13. Now you have to add your bank account details. Select the **Account Number** field.

ORACLE LCPS Employee Self Service			◎ ★ ✿ 📌	Logged in As BDOE 🚽
Add Deposit Payment				Cancel Add Another Apply
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14. Type in the account number, "1234567890."

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Add Deposit Payment		Cancel Add Another	Apply
Englings New Operation load Advances of the second second Payment Methods Assert Type * Assert * Account Name	Den Bahren Berleins Der Billern son Loff Sinder Begete USD Daar Wonntery 19 2000 80 Savings Stavings Account 10	Type in the account may be have been approximately approxi	
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15. Select the **Transit Code** field. The transit code is also known as the Routing Number.

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dd Deposit Payment	Cancel Add Another Agph
Employee Name Doe, Barbara	Employee Number 59990
Organization Email Address Barbara Doe@lops.org	Employer Loudoun County Publ
dicates required field. IP Payments containing new bank account information will be paid by check until the bank account information is verified.	Select the Transit
Payment Method LCPS Direct Deposit	international ACH Transaction (IAT) Not Available for US Banks (I)
Currency US Datar	* Account Number 1204567550 *
Amount Type Monetary V	" Transit Code
* Amount 250.00	* Barrik Marrie
* Account Name BD Savings	Bank Branch
* Account Type Savings Account (

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

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Engloyee Name Doe Sharkers Organization time/ Advisors * Indicates reprinting one bank account information at the part of evice with the bank account information is a verified. # previous containing new bank account information at the part of evice with the text with the bank account information is a verified. # previous containing new bank account information at the part of evice with the text with the bank account information and the part of evice with the bank account information and the part of evices. # Account Type Stanger Account (V) # Account Type Stanger Account (V)	International ACH Transaction (ACH Tran
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17. Select the **Bank Name** field.

DRACLE LCPS Employee Self Service		*	◎ ★ ✿ Ք	Logged in As BDOE	-{
Add Deposit Payment				Cancel Add Another	Apply
Employee Name Organization Email Address	Doe, Barbara Barbara Doe@lops.org	Employee Number Employer	00000 Loudoun County Public Schools BG		
Indicates required field TIP Payments containing new bank account information will be paid by check until the b Payment Method	ank account information is verified LCPS Direct Deposit	International ACH Transaction (IAT) Not Available for US Banks (1)			
Connect Annual Type * Annual * Account Type	UB Dolar Minetay V 20 D0 BD Savieps Saviegs Account V	*acond water *Transi dou Turo Kan Select the Bank Name field.	1234567880 226071891 *		
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18. Type in your bank name. For this scenario, type in "Capital One."

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Add Deposit Payment		Cancel Add Another Agely
Employee Name Organization Email Address	Doe, Barbara Barbara Doe@lops.org	Employee Number 60000 Employee Loudean Ceanty Public Schools BG
TIP Payments containing new bank account information will be paid by check until the t Payment Method	LCPS Direct Deposit	International ACH Transaction (IAT) Not Available for US Banks ())
Control Amount Type * Anotest * Account Type	ud Datk Hondely Q 2000 B Saving Saving Account Q	Type in the bank, "Capital One."
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19. Select the Bank Branch field.

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d Deposit Payment				Cancel Add Another	Ar
Employee Name	Doe, Barbara	Employee Number	00000		
Organization Email Address	Barbara Doe@lops.org	Employer	Loudoun County Public Schools BG		
Icates required field P Payments containing new bank account information will be paid by check until the b	ank account information is verified				
Payment Method	LCPS Direct Deposit	international ACH Transaction (IAT) Not Available for US Banks (1)			
Currency	US Dollar	" Account Number	1234567890		
Amount Type	Monetary 💌	* Transit Code	255071981		
" Amount	250.00	* Bank Name	Capitol One ×	-	
* Account Name	BD Savings	Bank Branch		1	
" Account Type	Savings Account		and the second s	<u> </u>	_
			Coloct	the Bank	n
			Select	, the ballk	6
			Bran	ich field.	

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

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Add Deposit Payment		Cancel Add Another	App
Employee Name Organization Email Address * Indicates required field of TP Payments containing new bank account internation will be paid by check until the	Doe, Barbara Barbara, Doe@kos.org bank account information is verified	Engingere Number 19900 Empiries Landson County Public Schools IIG	
Payment Model Garmino Annout Type * Account tunns * Account Type	LCPE Deck Chepent Uie Dealer Monitary (20) 2000 80 Sawaga Account (20)	International ACH Transaction (AC) text Available for US Blans Build *Account Research (23/05/1916) *Text and Cost 23/05/1916) *Base Based Costpaye Staton Type in the branch, "Cheshire Station."	

21. Select Apply.

ORACLE' LCPS Employee Self Service		*	◎ ★ ✿	Logged in As BDOE 📲
Add Deposit Payment				Cancel Add Another Astro
Employee Marie	Doe, Barbara	Employee Number	99990	
Organization Email Address	Barbara Doe@lops.org	Employer	Loudoun County Public Scho	Coloct Apply
* Indicates required field of TIP Payments containing new bank account information will be paid by check until the b	ank account information is verified.			Select Apply.
Payment Method	LCPS Direct Deposit	International ACH Transaction (IAT) Not Available for US Banks ()		
Currency	US Dollar	* Account Number	1234567890	
Amount Type	Monetary 💌	* Transit Code	255071981	
* Amount	250.00	* Bank Name	Capitol One	
* Account Name	BD Savings	Bank Branch	Cheshire Station	
" Account Type	Savings Account			
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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**.

ORAC	LE' LCPS Employee Self Service					🕷 o 🛧 🌣 🖡	Logged in	ALBDOE 📲
Manage	e Payroll Payments: Define Pa	yments			Employee No	umber 99990		Cancel Continue
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1	Deposit	Savings Account	1234567690	Monetary 💟	250.00	US Dollar	1	8
2	Deposit	Checking Account	1152236031		Rename Pay	US Datar		
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23. The Add Deposit Payment page appears. Select the **Amount Type** drop-down list.

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Add Deposit Payment	Cancel Add Another Apply
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24. Select the **Monetary** option.

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Add Deposit Payment	Cancel Add Another Agely
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25. Select the Amount field.

ORACLE' LCPS Employee Self Service		*	0 \star 🏟 📫	Logged in As BDOE	-{
Add Deposit Payment				Cancel Add Another	Apply
Employee Name Organization Email Address	Doe, Barbara Barbara Doe@lops.org	Employee Number Employer	00000 Loudoun County Public Schools BG		
Indicates required field @TIP Payments containing new bank account information will be paid by check until the b Payment Method	ank account information is verified LCPS Direct Deposit	International ACH Transaction (IAT) Not Available for US Banks			
Currency Amount Type * Amount	Select the	* Account Number * Transit Code * Bank Name			
* Account Name * Account Type		Bank Branch			
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26. Type in "100.00."

ORACLE' LCPS Employee Self Service	*	0 ★ \$	•	Logged in As BDOE	-6
Add Deposit Payment				Cancel Add Another	Apply
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Annual type today *Annual type today ************************************	" Account Number 1" Transit Code " Dank Kome Bank Branch				
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27. Let's name our vacation fund. Select the Account Name field.

					0	*	ф	•	Logged I	n As BDOE	13
Add Deposit Payment									Cancel	Add Another	App
Employee Name	Doe, Barbara		E	mployee Numbe	r 99990						
Organization Email Address	Barbara Doe@kops.org			Employe	r Loudour	County P	Public Sch	tools BG			
Indicates required field (TIP Payments containing new bank account information will be paid by check until the b	ank account information is verified.										
Payment Method	LCPS Direct Deposit	Internation	onal ACH Transaction (IAT) Not Available for US Bank	5 (D)							
Currency	US Dollar			Account Numb							
Amount Type	Monetary 👻			* Transit Cor	le						
* Angunt	102-00 ×	Soloct the Account		* Bank Nan	e						
* Account Name		Select the Account		Bank Brand	8						
Account Type		Name field.									
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28. Then type in "Vacation Fund."

DRACLE LCPS Employee Self Service		*	o \star 🌣 🧬	Logged in As BDOE	-{
Add Deposit Payment				Cancel Add Another	Apply
Employee Name	Doe, Barbara	Employee Number	69990		
Organization Email Address	Barbars Doe@icps.org	Employer	Loudoun County Public Schools BG		
* Indicates required field of TIP Payments containing new bank account information will be paid by check until the b	ank account information is verified				
Payment Method	LCPS Direct Deposit	International ACH Transaction (IAT) Not Available for US Banks (D)			
Currency	US Dollar	" Account Number			
Amount Type	Monetary V	* Transit Code			
Amount	100.00 Type in	"Macation Fund"			
* Account Name	Vacation Fund	Vacation Fund. Bank Branch			
Account Type					
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29. Again, we will deposit to a savings account. Select the **Account Type** drop-down list.

DRACLE LCPS Employee Self Service			6	•	\$		Logged in	1 As BDOE	-{
Add Deposit Payment							Cancel	Add Another	Apply
Employee Name	Doe, Barbara	Employee Number	00000						
Organization Email Address	Barbara Doe@lops org	Employer	Loudo	un County	Public Sc	hools BG			
Indicates required field ITP Payments containing new bank account information will be paid by check until the r	ank account information is verified								
Payment Method	LCPS Direct Deposit	 International ACH Transaction (IAT) Not Available for US Banks (D) 							
Currency	US Dollar	" Account Number	r						
Amount Type	Monetary 👻	* Transit Code							
* Amount	100.00	* Bank Name							
* Account Name	Vacatoli Mahi	Select the Account Bank Branch							
" Account Type		time dama decine liet							
08		ype drop-down list.							
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30. Select Savings Account.

		*	• • •	¢ 🥐	Logged	In As BDOE	-{
Add Deposit Payment					Cancel	Add Another	Apply
Employee Name	Doe, Barbara	Employee Number	00000				
Organization Email Address	Barbara Doe@icps.org	Employer	Loudoun County Publ	ic Schools BG			
Indicates required field of TIP Payments containing new bank account information will be paid by check until the t	ank account information is verified.						
Payment Method	LCPS Direct Deposit	International ACH Transaction (IAT) Not Available for US Banks (1)					
Currency	US Dollar	" Account Number					
Amount Type	Monetary 💌	* Transit Code					
" Amount	100.00	* Bank Name					
* Account Name	Vacation Fund	Bank Branch					
* Account Type	Checking actount Select	ct Savings Account.					
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31. For this vacation fund, we will link our deposit payment to a different account at the same bank. Select the **Account Number** field.

ORACLE' LCPS Employee Self Service		*	0	t 🕸	•	Logged in As BDDE	-8
Add Deposit Payment						Cancel Add Another	Apply
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Annual Address and a second seco							and the second second

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

DRACLE LCPS Employee Self Service		¥ 0 ★ ¢ 💕	Logged in As BDOE	-8
Add Deposit Payment			Cancel Add Another	Apply
Tapping Marine Organization East Advance (21P Parametris contenting two back account information will be part by rock out of the Payment Marine Amount Type * Ancount Kases * Account Kases	Den Buhars Bahars Untellinen og at aktoret Hontentin i sverhed LOPE Den Honten Under Den Honten Verden Find Hanner, Arcsurt 🕑	Type in the account number "2345678901." University Reader Experiment Sector Reader Transford ACC Parameter (2014) Net Australie for COL Level A		
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33. Select the Transit Code field. .

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Add Deposit Payment		Cancel Add Another Apply
Equipper New Operation Teed Advector of TP Pennets containing were bark account international to earlier type Pennets New Common Annuel Type * Annuel * Annuel	Das, Barker Barkens Develliers om sentens LOPS Derec Report USD Daar Wooten Fund Barkens Account	International ACH Themsaction (AT) Net Available for US flows (D) Achieved Code field. Achieved Code field.
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34. Type in the transit code, "255071981."

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Add Deposit Payment		Cancel Add Another Ag
Enployee Name Organization Inne Address 9 DP Province control new back account information will be able 9 DP Province control new back account information will be able to Province Theorem Control Account Name * Account Name	Des Behan Brins Delight org as Actor Honorators setted: LOP3 Dela Depart Violatory V 100 Dela Dela Dela Sampa Accort V	Institute Constitute Constitation Constitute Constitation Constitute Constitute Constitute Co
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35. Re-enter the bank's name. Select the **Bank Name** field.

RACLE LCPS Employee Self Service		N © ★ Q	Logge	d in As BDOE	
dd Deposit Payment			Cance	Add Another	r Ap
Employee Name Organization Email Address	Doe, Barbara Barbara Doe@lops.org	Employee Number 60000 Employee Loadoum County Public Schoo	ols BG		
Indicates required field 'TIP Payments containing new bank account information will be paid by check until the b	ank account information is verified				
Payment Method	LCPS Direct Deposit	International ACH Transaction (IAT) Not Available for US Banks (D)			
Currency	US Dollar	" Account Number 2345676001			
Amount Type	Monetary V	Transit Code 2550(1981	1		
" Amount	100.00	*Bank Name			
* Account Name	Vacation Fund	Calast the David	2		
Account Type	Savings Account	Select the Bank /			
		Name field			
		Name field.			
					-

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

ORACLE' LCPS Employee Self Service		🕷 🕤 🛨 🥵 Logged In Au BDD	e -{
Add Deposit Payment		Cancel Add And	ther Apply
Exployee Name Organization Examil Address * Indicates required total @TID Payments containing see lains account information will be payment. Mitted Common Amount Type	Dee, Barbara Barbara Dee@tops.org ant account Information is verified LCPS Direct Depost US Dolar Monetary	Employee Number 60000 Employee Londow County Public Schook BG	
* Annows * Account Name * Account Type	100.00 Vacation Fund Salengs Account	Type in the bank, "Capital One."	
Namulai (1) 1000 - 1015 - Namela andre de sella del sel andre annaña e			Diversion Obtober

37. Select the Bank Branch field.

ORACLE' LCPS Employee Self Service		🙀 🛇 ★ 🛱 🔎 Loggeri in An BDOE
Add Deposit Payment		Cancel Add Another Ag
Enginger New Operations on Level Advances of TP Prywnets containing we bask account information will be sailty type view unt has Preprint Marcine Annuel Type Annuel Type Account Type *Account Type	Den Beken Bertenz Dere Billerung aus Atzeuter Information is werfeit LOPS Dere Deposit Und Dahr Wanders Nind Saartige Account	Copyoner Vendor 2000 Configure Levelous County Pattic Schools BG International ACH Thansaction (AT) Net Available for US Barris *Account Network 2007/001 *Account Ne
pyright (c) 1998, 2015, Oracle and/or its atlikates. All rights reserved		Privary 30



NOTES

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

ORACLE LCPS Employee Self Service		🕷 🛇 ★ 🍄 👔 Logged in An BDOE	ł
Add Deposit Payment		Cancel Add Another	Apply
Employee Name Organization Email Address	Doe, Barbara Barbara Doe <u>@</u> icps.org	Employee Number 60000 Employee Lowdown County Public Schools BG	
Containing requires the paid by check until the bank account information will be paid by check until the b Payment Method	ank account information is verified LCPS Direct Deposit	International ACH Transaction (IAT) Not Available for US Barks (I)	
Connect Annual Type *Advant *Account Type	UE Doar Monteny (1) 100.00 Baaringa Account (12) Baaringa Account (12)	* Accord Number 2445001 * Transat Cole 2007081 * Runs Name Calebra Open Runs Runs Calebra Open Type in the branch, "Cheshire Station."	
converted of 1928, 2015. Cranta and/or the afflicture. All robbs meanwart		Prod	v Statem

39. Select Apply.

Add Deposit Payment Engloyee Name Doganizations Tank Adverss Deglower pay Doganizations Tank Adverss Deglower pay * Indicates required from general schedule of the back account Adversations of the back account Adversations in werket Payments containing new back account Adversations (LAPS DeceDeposit) Contracts Payments (Databack Contracts Payments (Databack Contracts Payments (Databack Contracts Payments (Payments)	Employee Numbe Employe Banks ()) * Account Numbe	r popoo Loudoun C	County Public Scl	* Selec	Cancel Add Another Are
Engloyee Name Dec Balance Organization Charles Active Organization Organizatio Organiza	Employee Numbe Employee	Cooper Loudoun C	County Public Scl	Selec	ct Apply.
gran Franzisko unavergi ere ann accion nomano ere or parti francisko (CATO Beet Openat Prysenti Henrick (CATO Beet Openat Carrency, UI Datar Annuel They Bunchergi (U)	Barks (D)	234567690	4		
Currency US Dotar Amount Type Mountary 🖂	* Account Number	234547690	4		
Amount (10,00) * Account Mark Modeline Fund * Account Type: Stanling Account []	* Transit Cod * Bank Nam Bank Branci	e 255071981 Capitol One Cheshire St	tabon		

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.

Engine Provide Table Colspan="4">Engine Provide Table Colspan="4"	Engine Enging Engine Engine Engine <th>Manage Pay</th> <th>roll Payments: Define Pay</th> <th>ments</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>Cancol Contin</th>	Manage Pay	roll Payments: Define Pay	ments						Cancol Contin
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Depart Barrys Knamt 234571801 Mondary Ist 100 mm Attributery Depart Saming Account 134577800 Mondary International program US Datar International program	Deposit Sampi Accust 23497/1001 Mondary 100.00 UR. Dian // Deposit Sampi Accust 1234927M0 Marwing W 200.00 US Duan // Deposit Oresing Accust 100000000 Remaining Pay US Duan //	Fort By Priority	Add Deposit Payment 12 C	Access Serve	Arrowski Manadara	Annual Trees			the star	Pulate
Deport Sarrya Account 133467780 Montey M 200 On 200 2 Deport Checking Account 000000000 Remaining Pay Uli Dolar 2	Deposit Savriga Account 1334657860 storesy (M) 200.00 US Date 2 Deposit Onesing Account 6600000000 Remaining Pay US Dater 2	ining -	Deposit	Savings Account	2345078901	Monetary 💟	100.00	US Doltar	/	1
Deposit Overlang Account 565555555 Ramaning Pay US Datar	Depart Oreching Account 999999999 Remaining Pay US Dater	6	Deposit	Savings Account	1234567890	Monetary 🖌	250.00	US Dollar	1	1
			Deposit	Checking Account	000000000		Remaining Pay	US Dollar	1	8
		3	Deposit	Checking Account	89930000000		Remaining Pay	US Doter	1	

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.

t Schools BG	Cance) Continue
t Schools BG	
Update	Delete
/	8
1	1
1	10
	Update



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

se these pages to specify how you wit	Organization	Employee Name Doe, Barbara Email Address Barbara.Doe@lc	00.07D		Employee N	umber 99990		
	an to be paid. Circli Continue to p	roceed to submit your changes or Ca	incel to return without change.		Em	ployer Loudoun County Public Schools I	BG	
sort By Priority A Priority A Priority	nange the prity to "2."	Account Type	Account Number	Amount Type	*Amount	Ситтепсу	Update	Delete
2	an a	Savings Account	2345078901	Monétary 💟	100.00	US Dollar	1	10
P Deposit		Savings Account	1234567890	Monetary 💌	250.00	US Dollar	1	
) Deposit		Checking Account	909000000		Remaining Pay	US Dollar	1	8

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

anage Payr	roll Payments: Define I	Payments						Cancel Continue
e these pages to s	specify how you wish to be paid. Cli	Employee Name Doe, Barbara Organization Email Address Barbara.Doe@r ck Continue to proceed to submit your changes or C	icos.org ancei to return without change.		Employee N Em	umber 59990 pioyer Loudoun County Public Schools	s BG	
nployee Pays	Select and second price	change the prity to "1."	Account Number	Amount Type	^ Amount	Currency	Uodate	Delete
	Deposit	Savings Account	2345078901	Monetary V	100.00	US Dollar	/	8
1	Deposit	Savings Account	1234567890	Monetary 💌	250.00	US Dollar	1	
			003000000		Barrison Barr			

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

ORACLE	LCPS Employee Self Service					¥ © ★ ¢	Logged in As E	IDOE 📲
Manage Payr	roll Payments: Define Pa	yments					C	ancel Cogtinge
Use these pages to r * Indicates required	specify how you wish to be paid. Click 0 5 field	Employee Name Doe, Barbara Organization Email Address <u>Barbara Doe@i</u> Continue to proceed to submit your changes or C	sos org ancel to return without change		Employee N Em	umber 69990 ployer Loudoun County Sele	ct Continue	
Employee Pay	ments						/	
Sort By Priority	Add Deposit Payment 💢 😂							
* Priority	Payment Type	Account Type	Account Number	Amount Type	* Amount	Currency	Update	Delete
2	Deposit	Savings Account	2345678901	Monetary 💽	100.00	US Dollar	/	1
1	Deposit	Savings Account	1234567880	Monetary 🔽	250.00	US Dollar	1	12
3	Deposit	Checking Account	000000000		Remaining Pay	US Dollar	1	8
	1. Contraction	uncon gracoure			roomening r up			
pyright (c) 1998, 2011	5, Gracle ansilor its affiliaties. All rights n	isened.						Privacy State



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.

ORACLE LCPS Employee Sell Service	🕷 🛇 ★ 🛱 👫 Lagged In As BDOE 🔮 📲
Direct Deposit: Review	Cancel Printable Page Back Subgrit \
Employee Name Doe, Batsara Organization Email Address <u>Bateura Doe@tops.org</u>	Employee Number 90000 Bustness Group Lovdoun County Public Schools BG
Industrie Charged tieres	4
Current	Proposed
Priority 1	1
Payment Type Deposit	Deposit
Currency US Dollar	US Dolar
Amount Type	Monetary a
Amount Remaining Pay	250 0
Account Name Barbara Doe	8D Savings
Account Type Checking Account.	Checking Account
Account Number 999999999	1234567800
Transit Code 256071901	255071981
Bank Name CAPITAL ONE, NA	CAPITAL ONE, NA
Bank Branch Cheshire Station	Cheshire Station
Current	Proposed
Priority	20
Payment Type	Deposition
Currency	US Dollar g
Amount Type	Monetary p
Amount	100 0
Account Name	Vacation Fund
Account Type	Savings Account o
Account Number	23456788010 Use the scrollbar to
Transit Code	255071981 0
Bank Name	capital One and a capital One
Bank Branch	Cheshire Station
Current	Proposed
Priority	30
Payment Type	Deposit g
Currency	US Dofar g
Amount	Remaining Pay o
Account Name	Barbara Doe
Account Type	Percentage 9
Account Number	500000000

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

Employee Name Doe, Barbara	Employee Number 99990
Organization Email Address Barbara Doe@tops.org	Business Group Loudoun County Public Schools BG
fax Duriged hers.	
Current	Proposed
Priority 1	1
Payment Type Deposit	Deposit
Currency Us Desar	US Colar
Amount Type	Monetary o
Amount Remarking Pay	Use the scrollbar to
Account Name Barbara Doe	BO Savings navigate back up the page
Account Type Checking Account	(Havigace back up the page.)
Account Number Objection	1231007800
Transf Code 250/1981	2500/1961
Balak Resets Contributions in A	CARTAL ONE AN
Denk Branch Underne Station	Creative Station
Current	Proposed
Priority	20
Payment Type	Depost g
Currency	US Dotar @
Amount Type	Monetary ()
Amount	100 ()
Account Name	Vacation Fund
Account Type	Savings Account @
Account Number	2345678901.0
Transit Code	255071981 0
Bank Name	Capital One D
Bank Branch	Cheshire Station
Current	Proposed
Priority	30
Payment Type	Deposit o
Currency	US Dolar g
Amount	Remaining Pay g
Account Name	Barbara Doe
Account Type	Percentage 0
Account Number	00000000
Transit Code	255071981 🛛
Benk Name	Capital One ()
Bank Branch	Cheshire Station



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

ORACLE LCPS Employee Self Service	iin 🛇 ★ 🍄 👫 Lagged in An BDOE 🕖
Direct Deposit: Review	Cancel Printable Page Back Sut
Employee Name Doe, Barbara Oreanization Final Address Barbara Doe/Bross on	Employee Number 00000 Business Group Londown County Public
Industria Chalippet literis.	Select Submit.
Current	Proposed
Priority 1	1
Payment Type Deposit	Deposit
Currency US Dollar	US Defar
Amount Type	Monetary a
Amount Remaining Pay	250 🗅
Account Name Barbara Doe	8D Savings
Account Type Checking Account	Checking Account
Account Number 000000000	1234567800
Transit Code 255071991	265071981
Bank Name CAPITAL ONE, NA	CAPITAL ONE, NA
Bank Branch: Cheshire Station	Cheshire Station
Current	Proposed
Priority	20
Payment Type	Deposit Q
Currency	US Dolar 🧿
Amount Type	Monetary G
Amount	100 🌼
Account Name	Vacation Fund
Account Type	Savings Account g
Account Number	23466780010
Transit Code	256071961 @
Bank Name	Capital One 🤉
Bank Branch	Cheshire Station
Current	Proposed
Priority	30
Payment Type	Deposit o
Currency	US Dofar o
Amount	Remaining Pay 😡
Account Name	Barbara Doe
Account Type	Percentage 🤉
Account Number	509559999

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.

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Nonfirmation									j.	
Your changes bave been applied.									Ŗ	
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Key Points and Best Practices