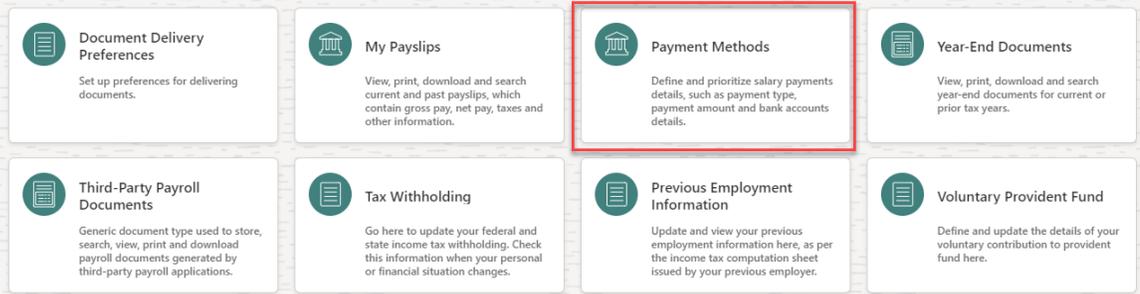
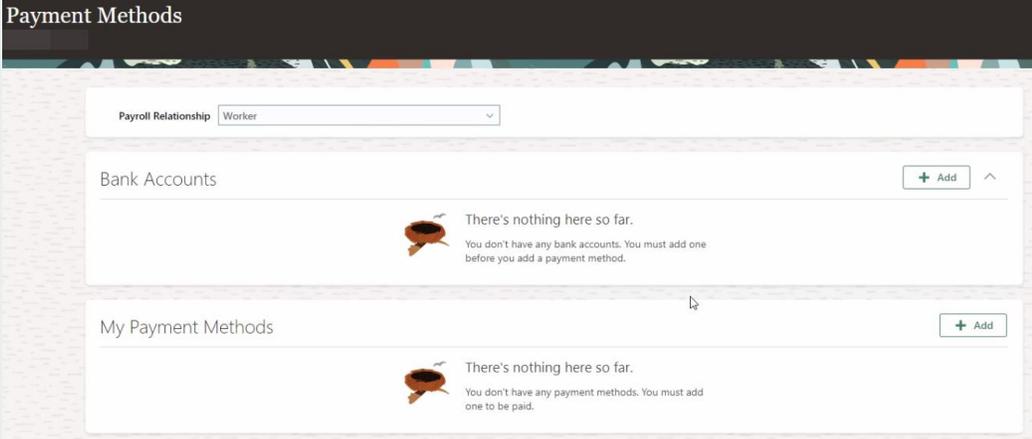


How to Add a Bank Account(s) for Direct Deposit in Oracle Cloud Job Aid

This job aid will instruct UWH employees how to add a bank account or multiple bank accounts for direct deposit.

Step	Action
1	Open Oracle Cloud .
2	<p>Click the Pay tile under the Me tab.</p>  <p>The screenshot shows the Oracle Cloud dashboard with the 'Me' tab selected in the top navigation bar. Below the navigation bar, there are two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'APPS' section contains a grid of tiles. The 'Pay' tile, which features a bank icon, is highlighted with a red box.</p>
3	<p>Click Payment Methods.</p>  <p>The screenshot shows a grid of eight tiles. The 'Payment Methods' tile, which features a bank icon and the text 'Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.', is highlighted with a red box.</p>
4	<p>If this is the first-time adding Payment Methods, your screen will look like this.</p>  <p>The screenshot shows the 'Payment Methods' setup screen. At the top, there is a 'Payroll Relationship' dropdown menu set to 'Worker'. Below this, there are two main sections: 'Bank Accounts' and 'My Payment Methods'. Each section has a '+ Add' button and a message that says 'There's nothing here so far. You don't have any bank accounts. You must add one before you add a payment method.' and 'There's nothing here so far. You don't have any payment methods. You must add one to be paid.'</p>

Warning

You must also add a payment method to be paid into your bank account. (PAY-1636634)

OK

12 Click the + Add button to the right of My Payment Methods.

My Payment Methods + Add

You must also add a payment method to be paid into your bank account. (PAY-1636634)

13 Name your payment method. You can type any name of your choosing.

*What do you want to call this payment method?

Chase

14 The first Bank Account you enter will default, click Save.

My Payment Methods Save Cancel

*What do you want to call this payment method? Chase

*Bank Account 075000019 XXXX5678 Checking

*Payment Type Direct Deposit

15 This is what you will see.

Payment Methods

Payroll Relationship Worker

Bank Accounts + Add

XXXX5678	Active	
075000019		
Checking		
6/18/24		
United States		

My Payment Methods + Add

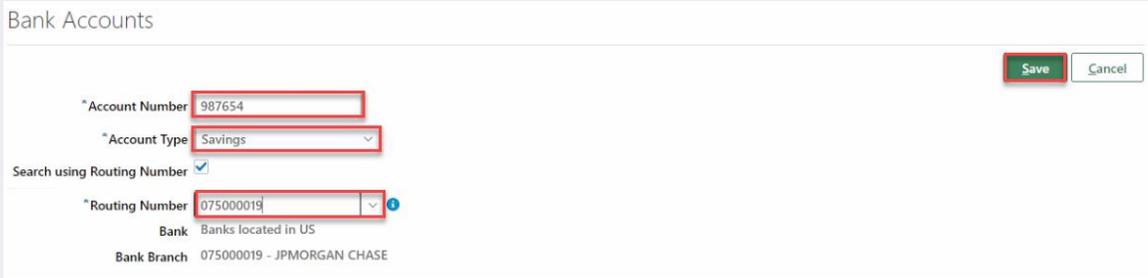
Chase	100 %	
Direct Deposit		
075000019		
XXXX5678		
Checking		

16 To add additional Bank Accounts, click + Add to the right of Bank Accounts

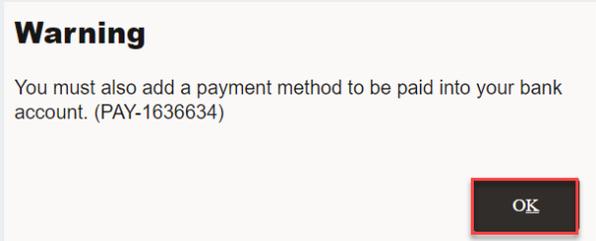
Bank Accounts + Add



17 Complete Steps 6-9 above. Review and Click Save.



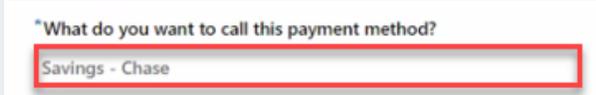
18 A Warning will appear to add a payment method for your new bank account. Click OK.



19 Click the + Add button to the right of My Payment Methods.



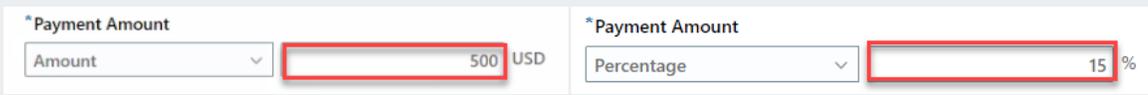
20 Name the new account.



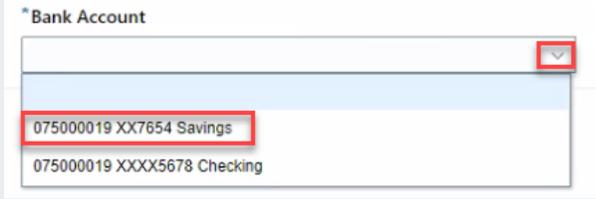
21 Select Amount or Percentage from the drop-down list based on whether you would like to deposit a fixed amount or a percentage of your paycheck to this account.



22 Enter the fixed amount or the percentage.



23 Click the Bank Account drop-down and select the new account you added.



24

Review and click Save.

My Payment Methods

*What do you want to call this payment method?
Savings - Chase

*Payment Amount
Amount 500 USD

*Payment Type
Direct Deposit

*Bank Account
075000019 XX7654 Savings

Save Cancel

25

This is what you will see.

Bank Accounts

+ Add ^

XX7654 075000019 Savings 6/18/24 United States	Active	
XXXX5678 075000019 Checking 6/18/24 United States	Active	

My Payment Methods

Reorder + Add

Savings - Chase Direct Deposit 075000019 XX7654 Savings	500 USD	
Chase Direct Deposit 075000019 XXXX5678 Checking	Remaining Pay	

26

Repeat these steps if you would like to add additional bank accounts.

