

Direct Deposit on Self- Service

Go to [OPSU Portal](#) and click on **Self Service**

myOPSU

Home Finance Employee Faculty Advisor Switch Institution Logout

Home

Welcome/Instructions

Welcome to your portal new Banner users!

This is your gateway to all things Banner and other important applications and communication tools. Currently the portal is populated with essential links. Your campus portal is a work in progress. Over time, it will become instrumental to your campus for disseminating information and providing links to campus specific applications for students and employees.

Applications

- Aggie Access
- Self Service
- Aggie Email
- Software Distribution
- My Online Billing
- Aggie Campus ID
- Degree Works

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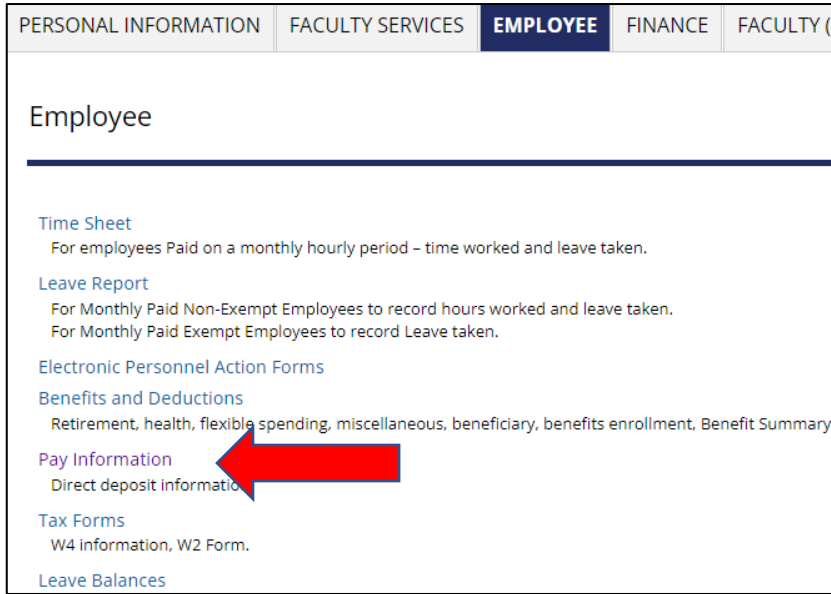
Once in the portal, click on **Employee** tab

PERSONAL INFORMATION FACULTY SERVICES **EMPLOYEE** FINANCE FACULTY (NEW)

Main Menu

- Personal Information**
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Custom
- Faculty and Advisors**
Enter Grades and Registration Overrides, View Class Lists and Student Information
- Employee**
Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.
- Finance**
Create or review financial documents, budget information, approvals.

From the Employee tab, click on **Pay Information**



PERSONAL INFORMATION FACULTY SERVICES **EMPLOYEE** FINANCE FACULTY (

Employee

[Time Sheet](#)
For employees Paid on a monthly hourly period – time worked and leave taken.

[Leave Report](#)
For Monthly Paid Non-Exempt Employees to record hours worked and leave taken.
For Monthly Paid Exempt Employees to record Leave taken.

[Electronic Personnel Action Forms](#)

[Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary

[Pay Information](#) ←

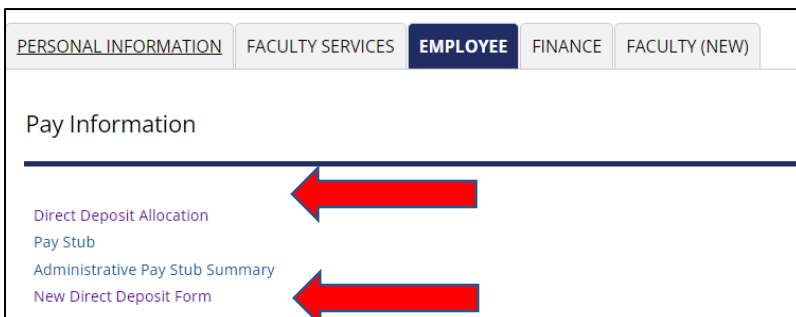
Direct deposit information

[Tax Forms](#)
W4 information, W2 Form.

[Leave Balances](#)

From this tab, if you want to **review your current direct deposit** select Direct Deposit Allocation

If you'd like to **add new direct deposit**, select **New Direct Deposit Form**



PERSONAL INFORMATION FACULTY SERVICES **EMPLOYEE** FINANCE FACULTY (NEW)

Pay Information

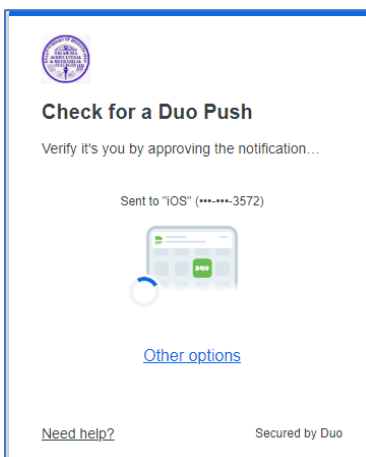
[Direct Deposit Allocation](#) ←


[Pay Stub](#)

[Administrative Pay Stub Summary](#)

[New Direct Deposit Form](#) ←

You will be prompted to confirm your Duo protection, accept the request to move forward.






Check for a Duo Push

Verify it's you by approving the notification...

Sent to "IOS" (*****3572)



[Other options](#)

[Need help?](#) Secured by Duo

From the direct deposit page, you'll be able to make changes as need

OKLAHOMA PANHANDLE STATE UNIVERSITY

Direct Deposit - OSPU

Home
Logout

Direct Deposit Allocation

Direct Deposit Effective for Paychecks Issued After 03/01/2022

Bank Name	Routing Number	Account Number	Account Type	Deposit Status	Entry Date
[Redacted]					

[Modify Direct Deposit Allocation](#) [Inactivate Direct Deposit](#)

Last Pay Distribution for Catherine Kimball

Bank Name	Routing Number	Account Number	Account Type	Net Pay	Pay Date
[Redacted]					

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Note the date the current deposit information is effective

Current Direct Deposit Information

Change or Enter Direct Deposit

Click **Modify Direct Deposit Allocation** button

Direct Deposit Information

PERSONAL CHECK	DEPOSIT SLIP
<p>YOUR NAME 1234 Main Street Anywhere, OH 00000</p> <p>DATE _____</p> <p>PAY TO THE ORDER OF _____ \$ _____</p> <p>_____ DOLLARS</p> <p>⑆000123456789⑆ ⑆000123456789⑆ ⑆123⑆</p> <p>ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER</p>	<p>NAME ADDRESS CITY STATE ZIP</p> <p>DATE _____</p> <p>BANK NAME ADDRESS CITY STATE ZIP</p> <p>⑆00123456789⑆ ⑆1234567890123⑆</p> <p>ROUTING NUMBER ACCOUNT NUMBER</p>

You can find your routing number and account number on your personal check or deposit slip

This direct deposit change will be effective starting 04/05/2023.

* Bank Routing Number ⓘ

123456789

Verify Routing Number

* Bank Name

NAVY FEDERAL CREDIT UNION

* Account Number ⓘ

123456789

* Verify Account Number

123456789

* Account Type

Checking

By checking this box, I authorize the State of Oklahoma to direct the financial institution to return said funds if monies to which I am not entitled are deposited to my account. I understand the payroll date and frequency of payment currently being utilized by my employer will not be affected by my decision to use Payroll Direct Deposit.

Cancel

Save Deposit

This change will be active for paychecks issues after the effective date.

Enter account information

* **Bank Routing Number** ⓘ

123456789

Verify Routing Number

* **Bank Name**

NAVY FEDERAL CREDIT UNION



Bank Routing Number is also called the ABA number that is used to identify the bank you want the deposit to go to. This is the first 9 digits listed on the bottom of your personal check or direct deposit slip. Some banks have different routing numbers for checking and savings accounts.

If you are unsure, contact your bank

Your Bank Name will populate when you enter your Bank Routing Number. Verify the bank name is correct.

* **Account Number** ⓘ

123456789

* **Verify Account Number**

123456789



Your account number is the actual number linked to your account. This is not your debit card number.

If you are unsure, contact your bank.

* **Account Type**

Checking



Select the type of account (Checking or Savings).

It is important that you verify the Bank Routing Number is correct for the account type.

Authorize Direct Deposit

By checking this box, I authorize the State of Oklahoma to direct the financial institution to return said funds if monies to which I am not entitled are deposited to my account. I understand the payroll date and frequency of payment currently being utilized by my employer will not be affected by my decision to use Payroll Direct Deposit.

Cancel **Save Deposit**

Click Save Deposit

Review the Direct Deposit

Direct Deposit Allocation

Your direct deposit allocation was successfully setup.

Direct Deposit Effective for Paychecks Issued After 04/05/2023

Bank Name	Routing Number	Account Number	Account Type	Deposit Status	Entry Date
NAVY FEDERAL CREDIT UNION	256074974	123456789	Checking	Active	04/05/2023

Inactivate Direct Deposit

Click the Inactivate Direct Deposit button

Future payments will be made by paper check mailed to the HR Use Only address ×

Removing all Direct deposit information will cause future payments to be made by paper check mailed to the HR Use Only address. Are you sure you want to inactivate your direct deposit?

If you are sure you want to remove all direct deposit information for future payments and receive a paper check, click **Confirm Inactivation**

Close the Direct Deposit Application

Click **Home** to go back to the Banner Self Service Employee page or click **Logout** to close.