Quick Reference:

Updating or ‘Adding’ Direct Deposit in PeopleSoft

**STEP 1**
Sign In to PeopleSoft using your OU Net ID and password.

**STEP 2**
Navigate to Self Service → Payroll and Compensation → Oklahoma State Tax
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Updating or ‘Adding’ Direct Deposit in PeopleSoft

STEP 3
To access the Direct Deposit page via Self-Service you will need to authenticate utilizing Duo. For Duo instructions please reference the Duo directions information provided by OU IT.

STEP 5
After successfully completing a Duo authentication you will be able to access your Direct Deposit information to add/make changes.
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**STEP 6**

Enter the following information: Routing Number, Account Number, Account ‘Type’, and optional percentage if splitting between more than one account.

**TIP**

If you are unsure of your account information, you can find the account/routing numbers by referencing a personal check that is associated with your checking account.
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CONFIRMATION
Once you have confirmed all entered information is ‘correct’ - click the ‘submit’ button to proceed with the change(s). If accepted, you will see the following message prompt.

PLEASE NOTE:

It is the employees’ responsibility to ensure that the Routing and Bank Account information is correct. Any misentry may cause a delay in paycheck distribution and could be delayed up to 14-days.

Payroll will not be able to issue a replacement paycheck until the original check has been returned by the employees’ financial institution.