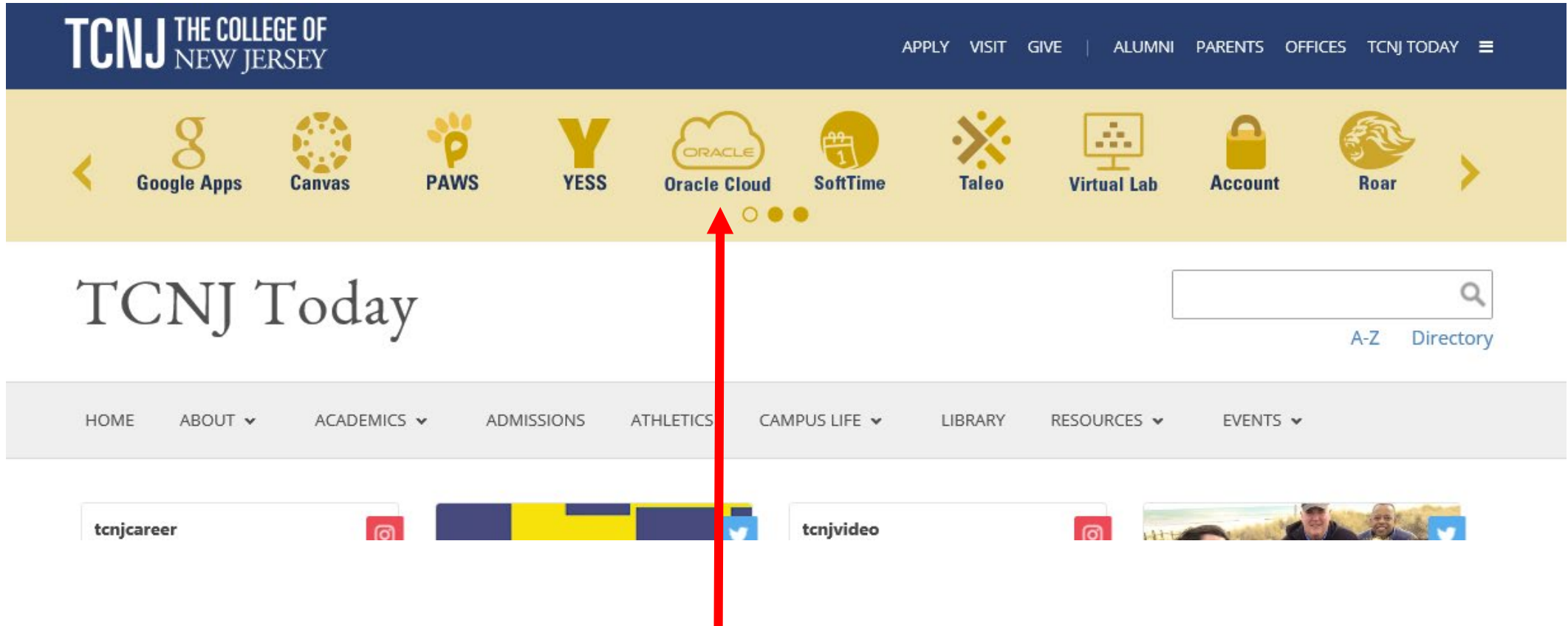


Cloud Direct Deposit Self-Service

Training Guide

1. Navigate to <https://today.tcnj.edu/> using Chrome, Firefox, Edge, or Safari (Cloud does not work in Internet Explorer).



2. Select '**Oracle Cloud**' from the menu options

Sign in to use available applications

- 3. Enter your TCNJ credentials (the same information you use to log into your email)



Enter your TCNJ credentials

Username

Password

Sign in

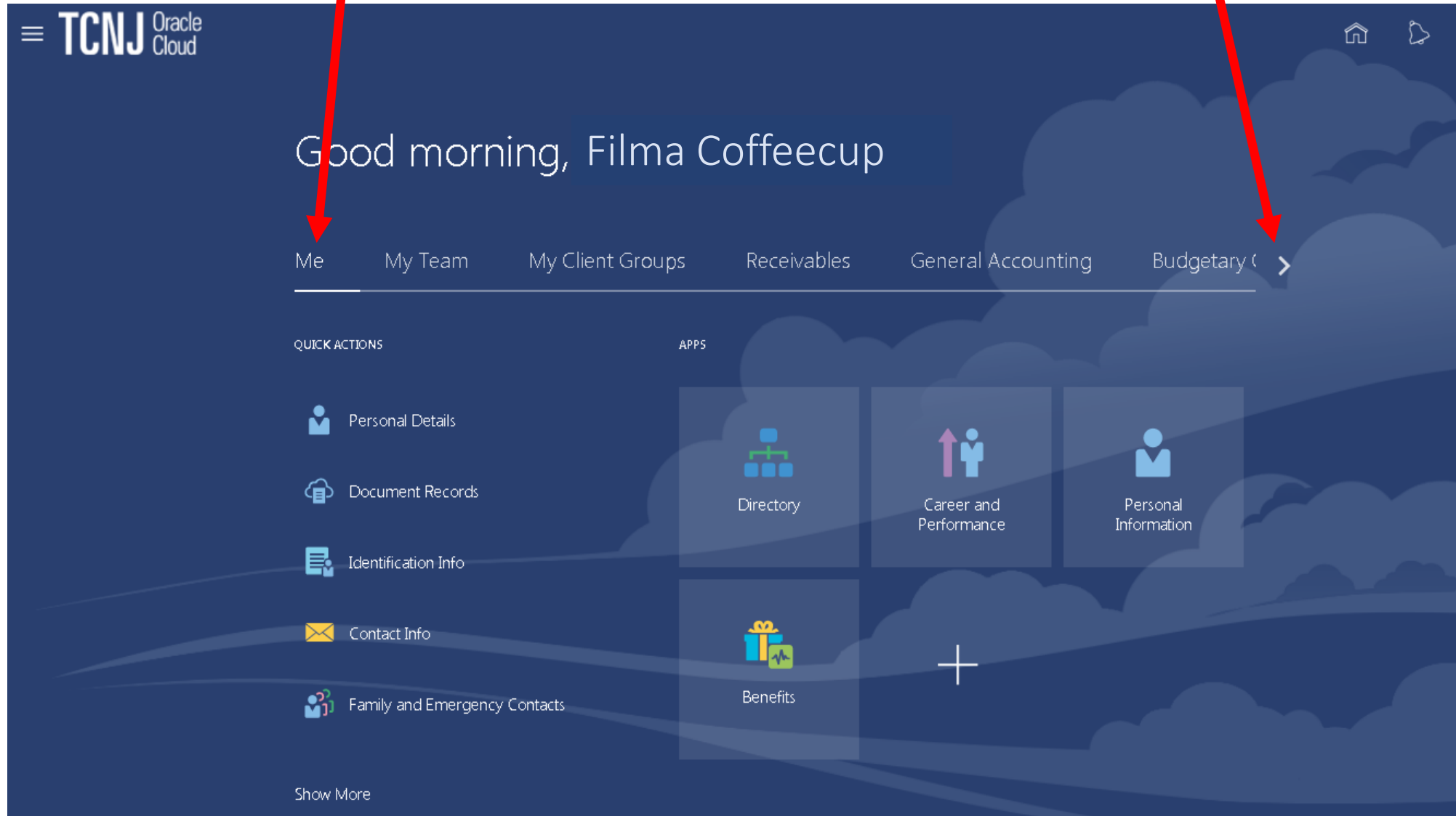


- 4. Click **'Sign In'**

Keep your personal information secure. Sign out and close your browser when you are finished.

Get sign in support: [IT Help Desk](#)

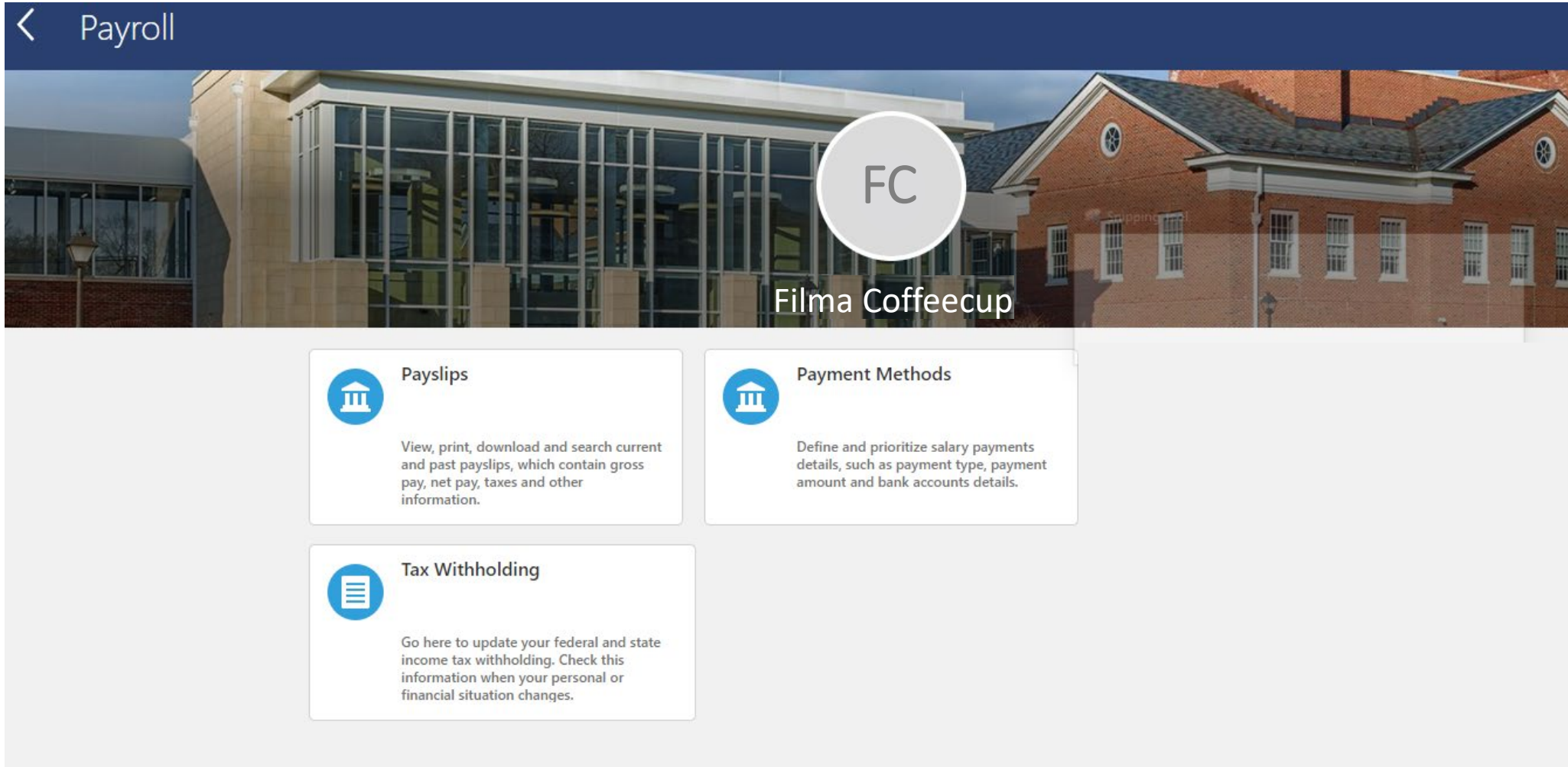
5. Scroll through the menu using the navigation arrow to view your available menu options.
6. Select 'Me'.



7. Select 'Pay'.

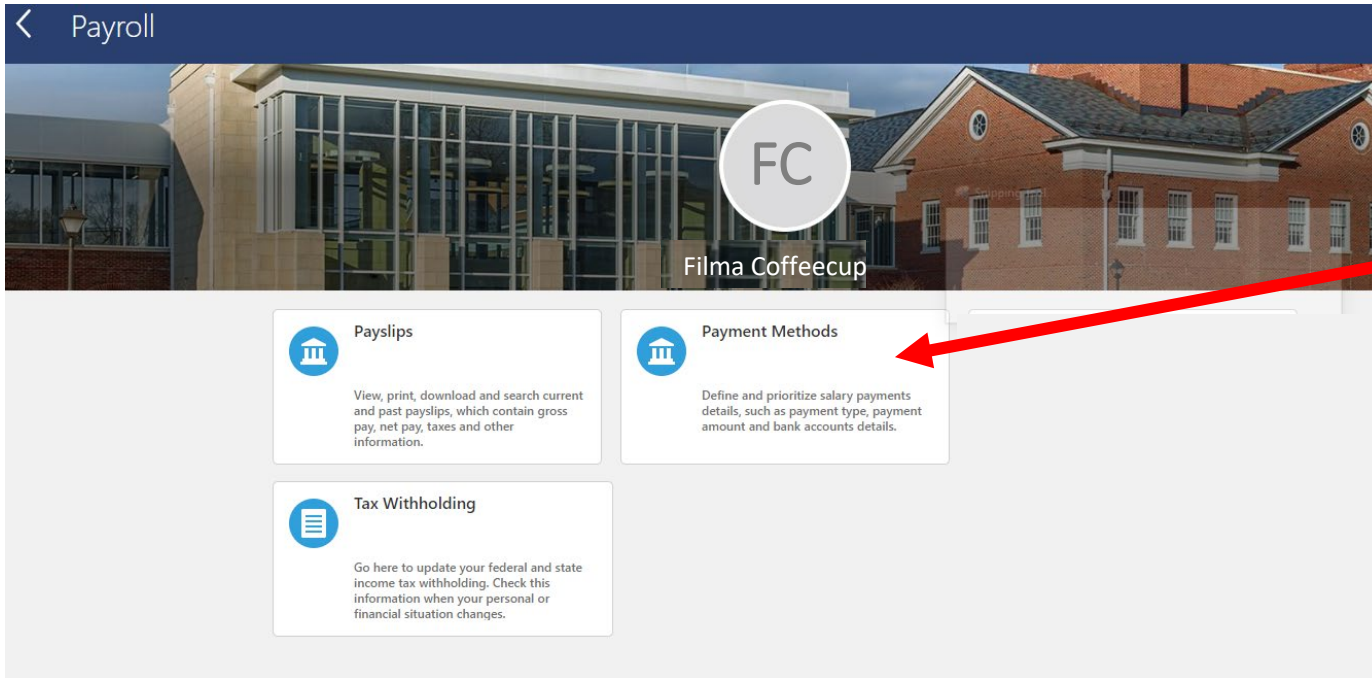


8. Click on any of the tiles below to review your **'Payslips'**, add **'Payment Methods'** (direct deposit), or update your **'Tax Withholding'** information.



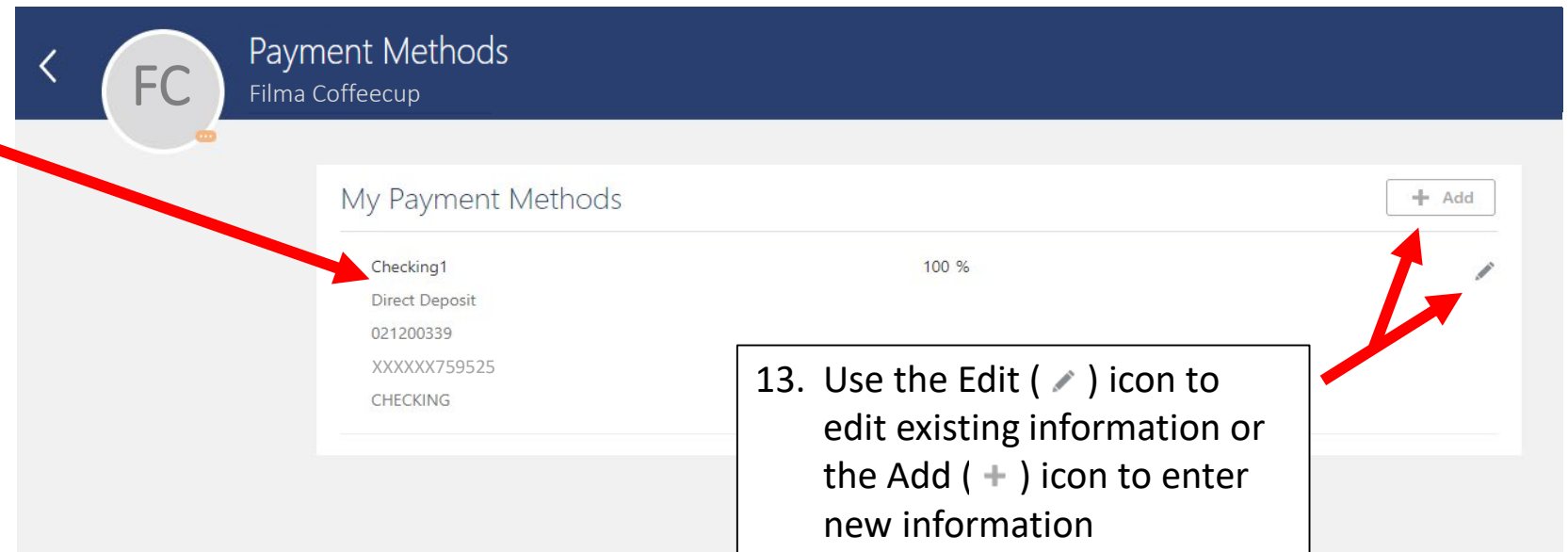
The screenshot shows a mobile application interface for payroll management. At the top, a dark blue header contains a back arrow and the word "Payroll". Below the header is a large image of a brick building with a glass-enclosed entrance. Overlaid on the image is a white circle containing the letters "FC" and the text "Filma Coffeecup" below it. The main content area features three white tiles with blue icons and text:

- Payslips**: View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.
- Payment Methods**: Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.
- Tax Withholding**: Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.



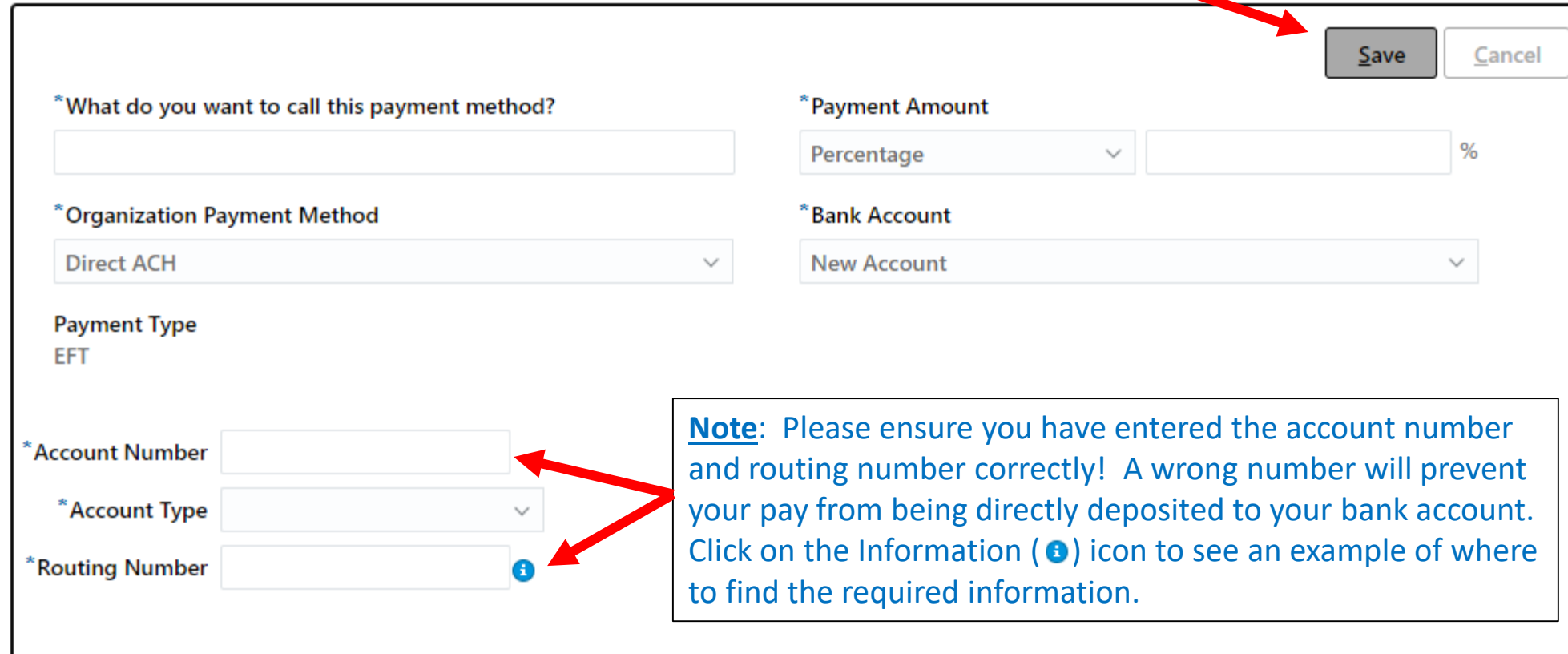
11. Click on 'Payment Methods' to review, edit, or enter your direct deposit details as shown in the window below.

12. You will see any direct deposit information that you have already set-up.



14. When adding a new direct deposit account, you are required to complete all fields shown below. When you have finished, click 'Save'.

My Payment Methods



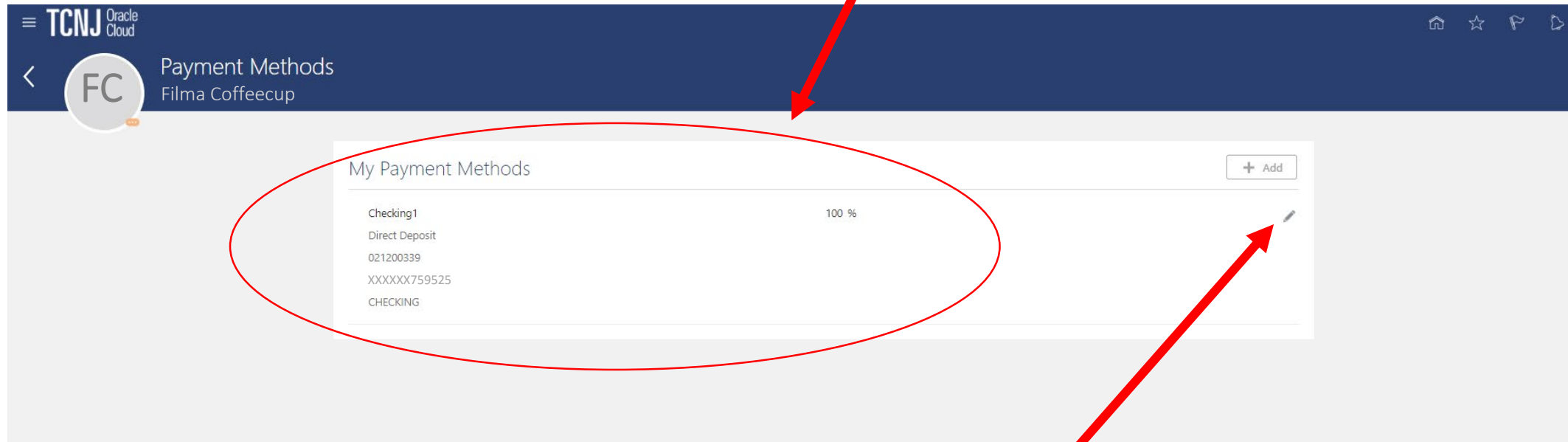
The screenshot shows a web form titled "My Payment Methods". At the top right, there are two buttons: "Save" and "Cancel". A red arrow points from the text above to the "Save" button. The form contains several required fields, each marked with an asterisk (*):

- *What do you want to call this payment method?: A text input field.
- *Payment Amount: A dropdown menu with "Percentage" selected and a text input field followed by a "%" symbol.
- *Organization Payment Method: A dropdown menu with "Direct ACH" selected.
- *Bank Account: A dropdown menu with "New Account" selected.
- Payment Type: A label with "EFT" below it.
- *Account Number: A text input field.
- *Account Type: A dropdown menu.
- *Routing Number: A text input field with an information icon (i) to its right.

Two red arrows point from a note box to the "Account Number" and "Routing Number" fields. The note box contains the following text:

Note: Please ensure you have entered the account number and routing number correctly! A wrong number will prevent your pay from being directly deposited to your bank account. Click on the Information (i) icon to see an example of where to find the required information.

15. The confirmation screen will show as indicated below.



Note:

1. If you are a new ('pending') employee that has not yet started an active assignment, you will not see the above confirmation information until you reach your contracted start-date.
2. If you are an active employee, payroll personnel does not have access to your full account number for security purposes. If you feel that you have made an error entering the account number, please edit your deposit information using the edit (/) icon.