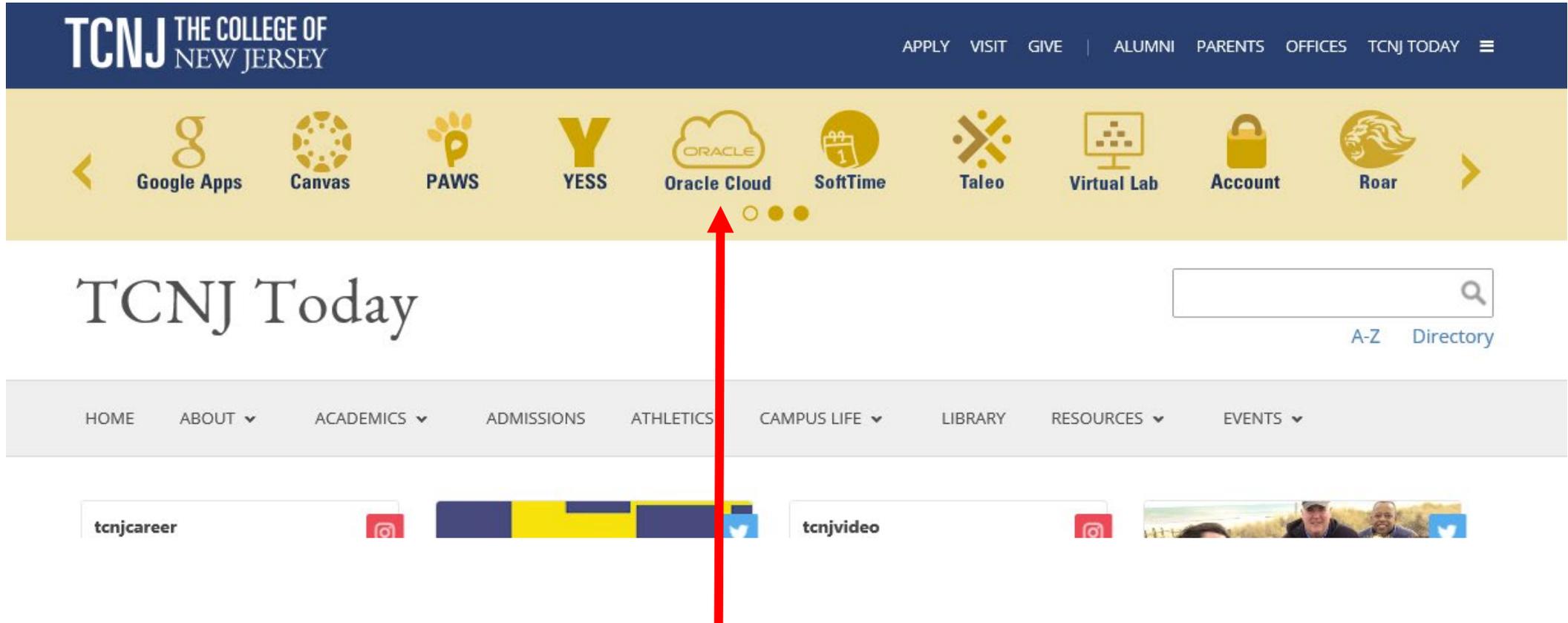


# Cloud Direct Deposit Self-Service

## 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

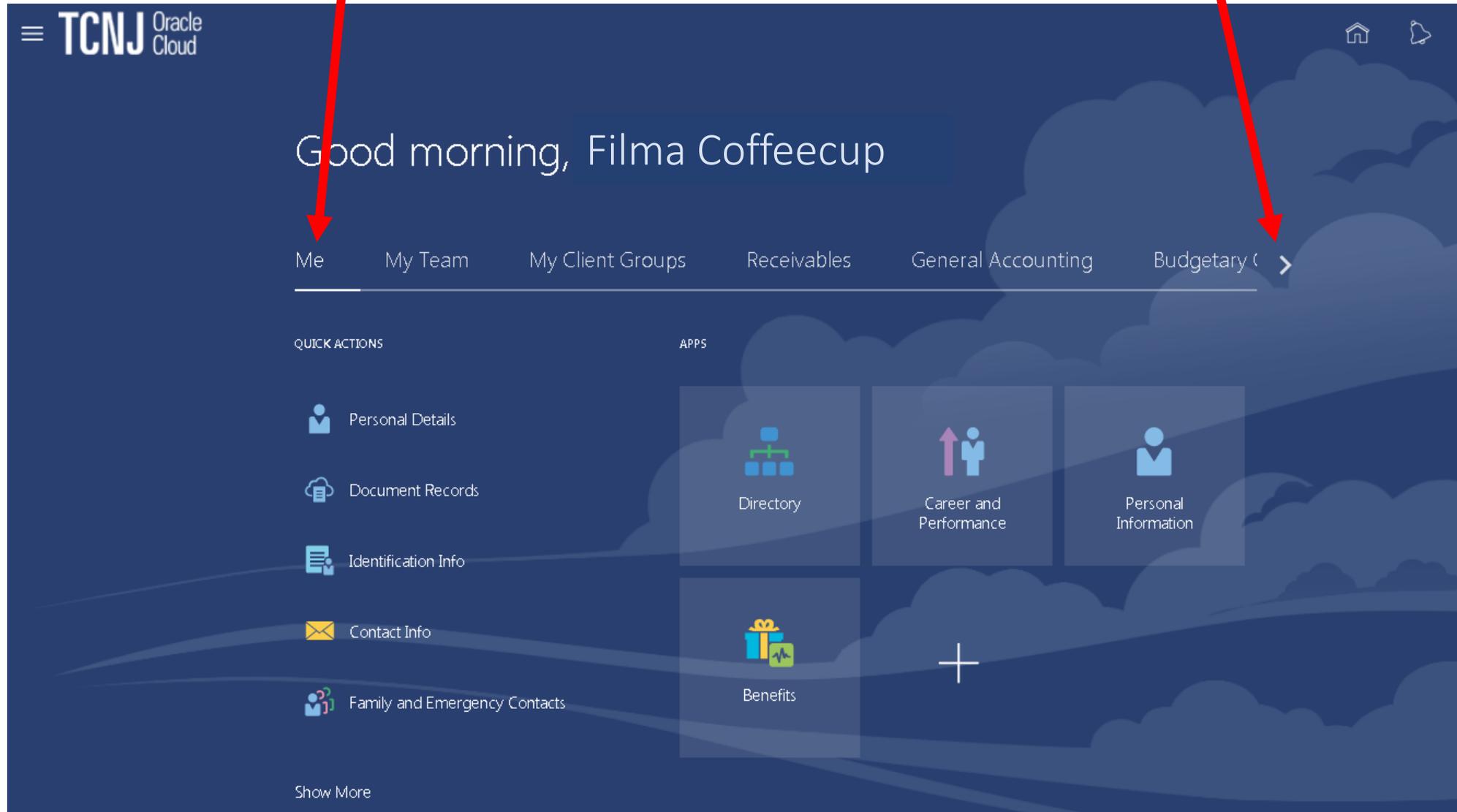


- 4. Click **'Sign In'**

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

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

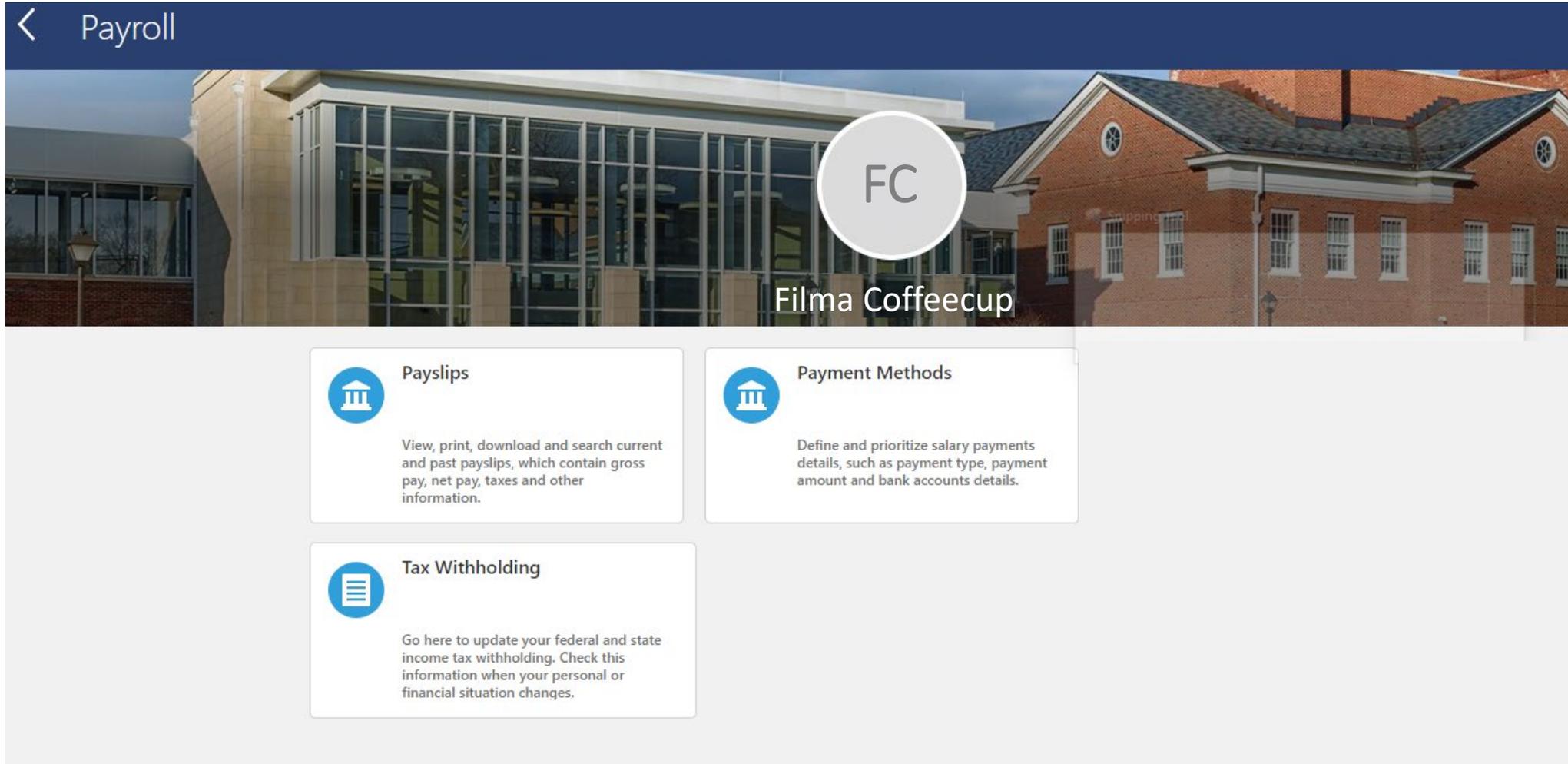
5. Scroll through the menu using the navigation arrow to view your available menu options.
6. Select 'Me'.



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, there is a dark blue header with a white back arrow and the text "Payroll". Below the header is a large image of a brick building with a glass-enclosed walkway. Overlaid on the image is a white circle containing the letters "FC" and the text "Filma Coffeecup" below it. Below the image are three white tiles with rounded corners, each containing a blue icon and text. The first tile has a building icon and is titled "Payslips". The second tile has a building icon and is titled "Payment Methods". The third tile has a document icon and is titled "Tax Withholding".

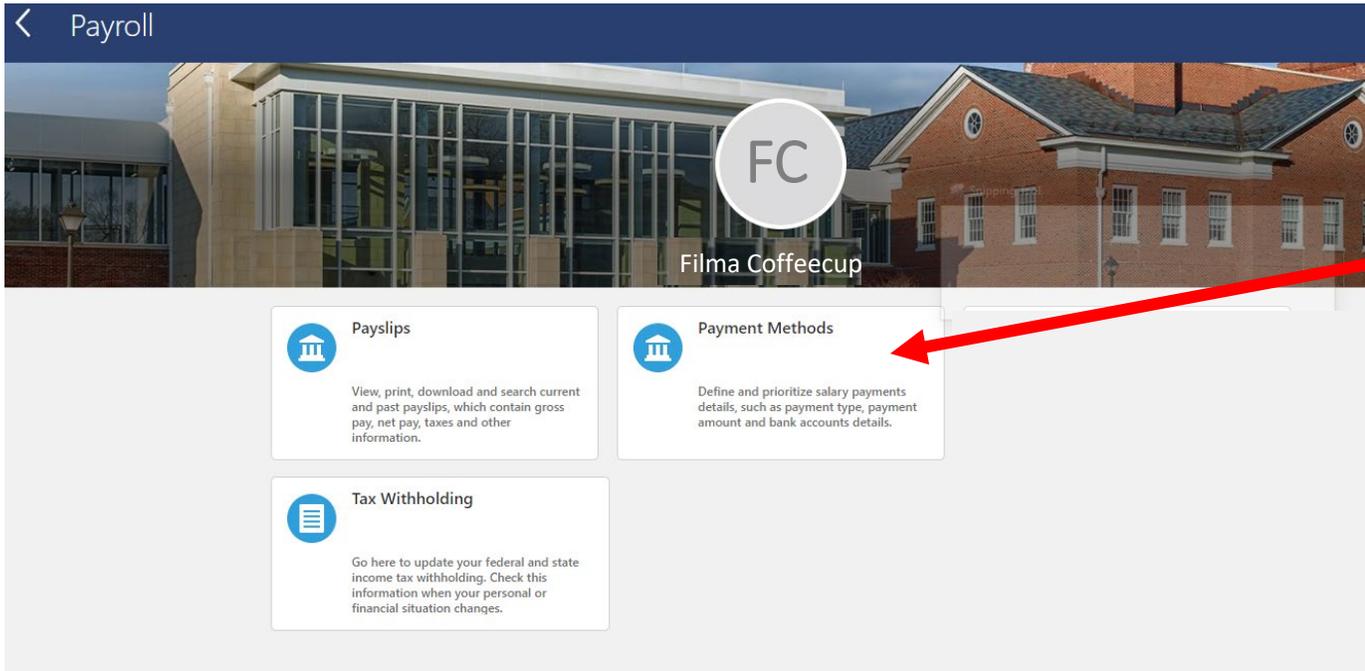
< Payroll

FC  
Filma Coffeecup

 **Payslips**  
View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.

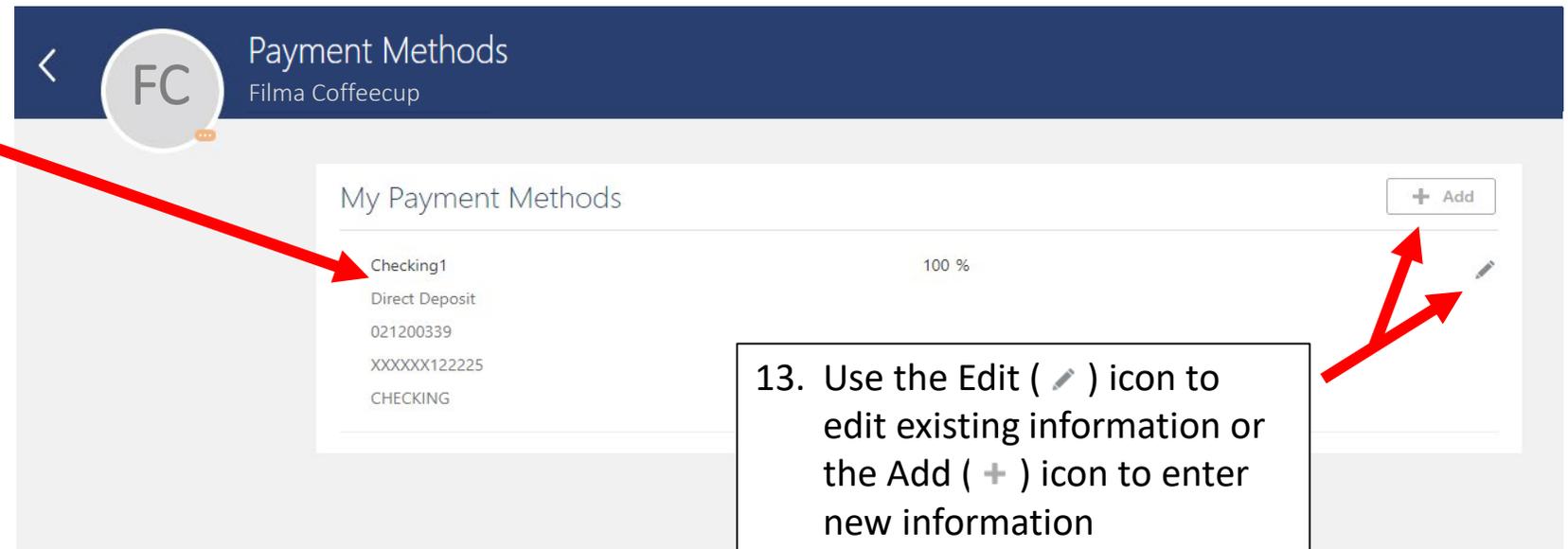
 **Payment Methods**  
Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.

 **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

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

\*Payment Amount  %

\*Organization Payment Method

\*Bank Account

Payment Type  
EFT

\*Account Number

\*Account Type

\*Routing Number  

**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.