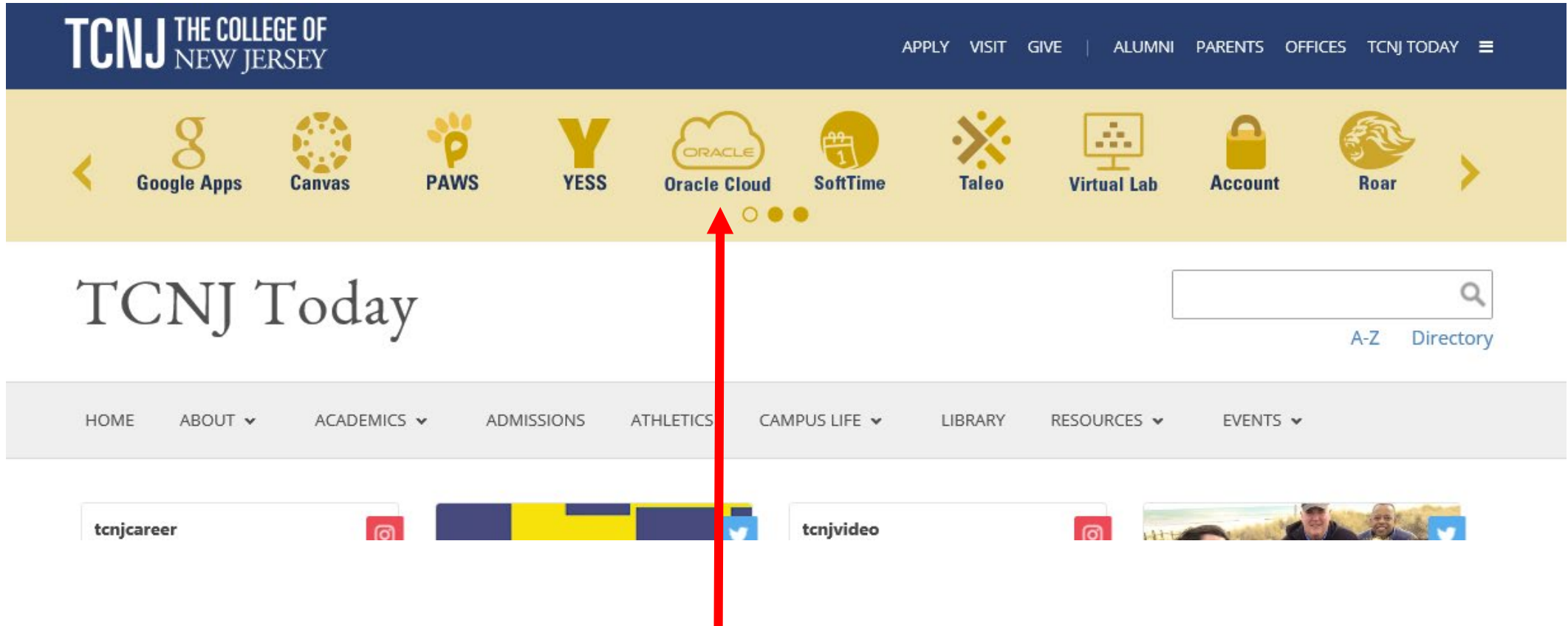


# Cloud Direct Deposit Self-Service

## 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

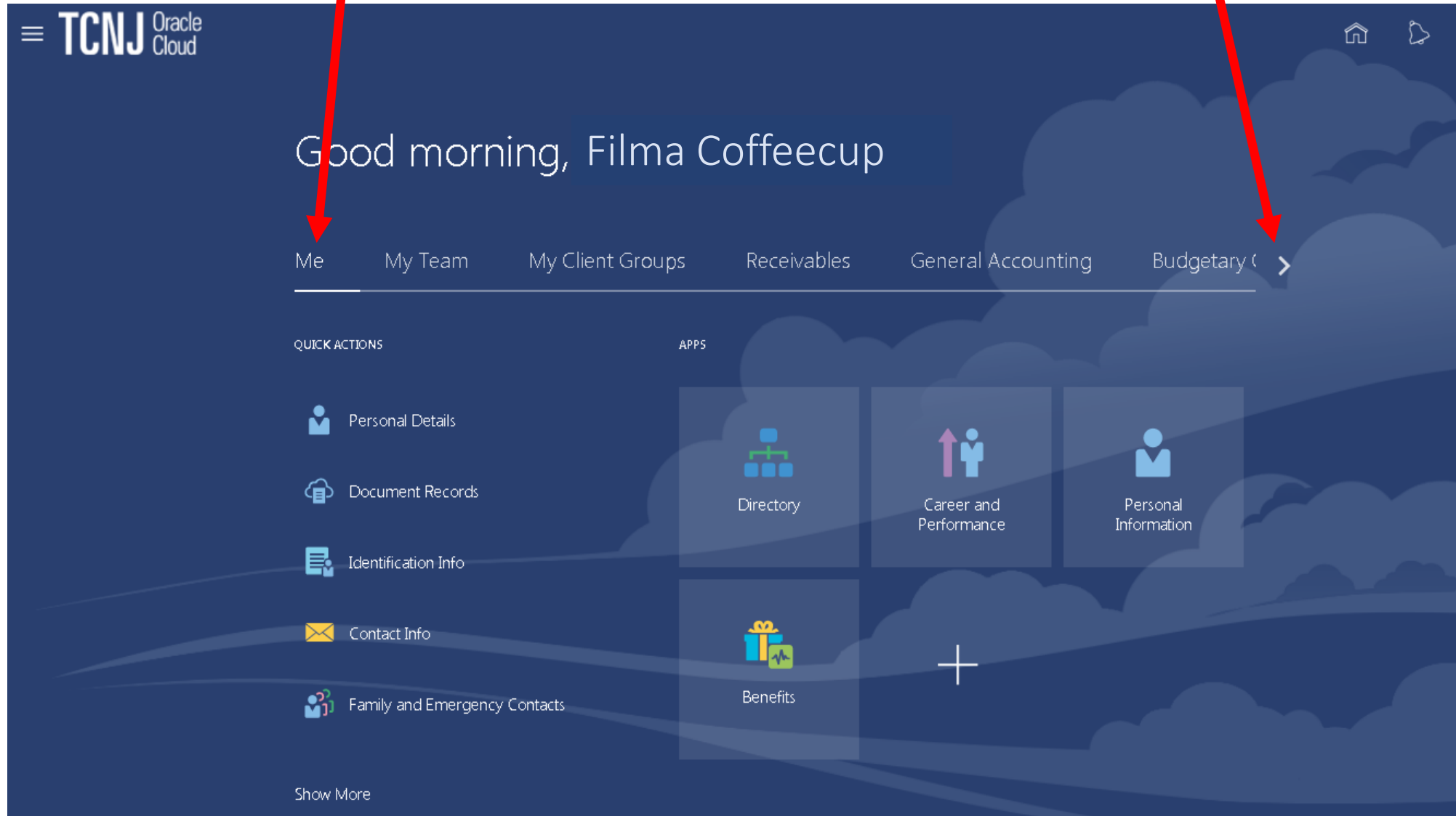


4. Click **'Sign In'**

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

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

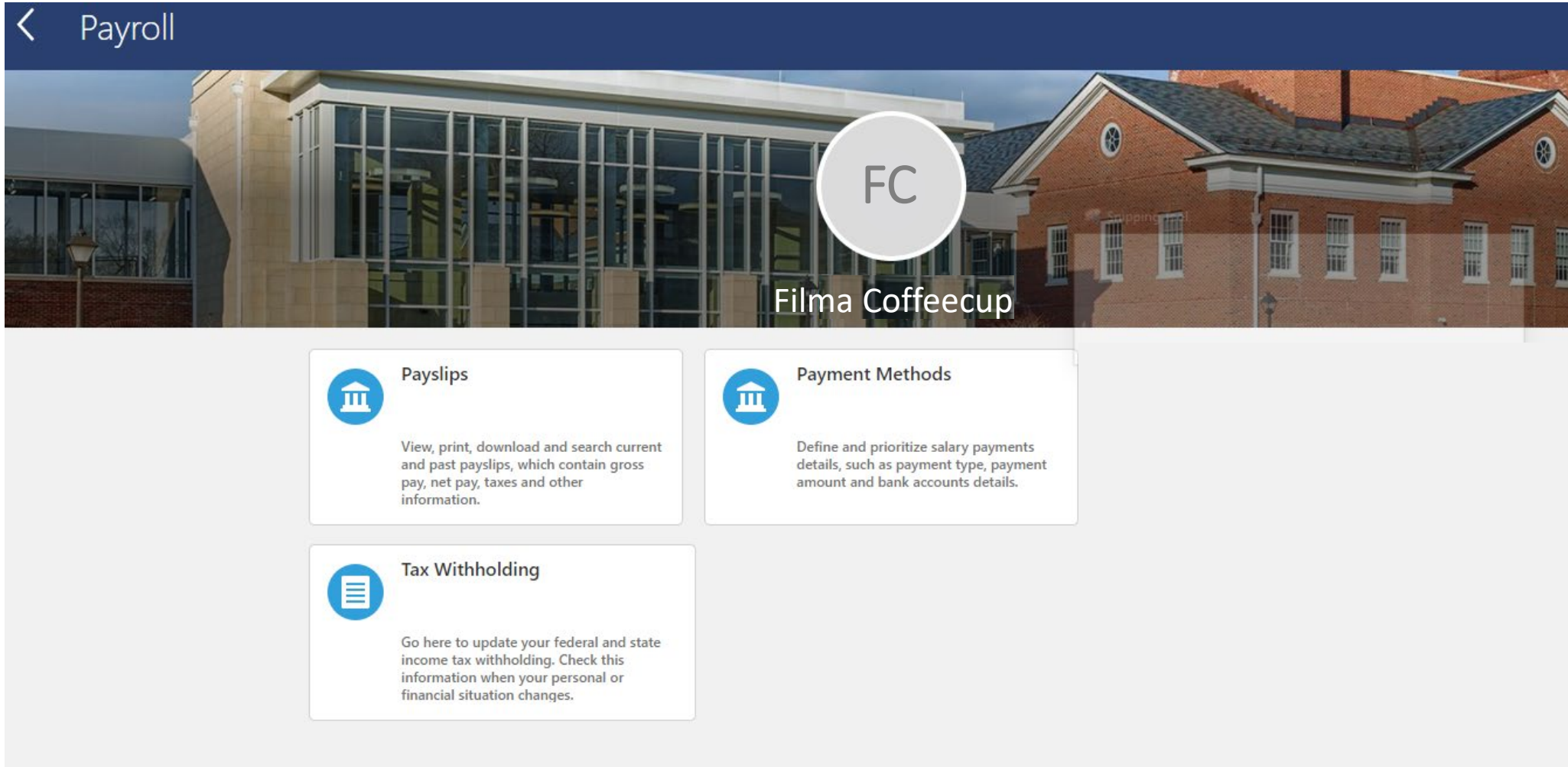
5. Scroll through the menu using the navigation arrow to view your available menu options.
6. Select 'Me'.



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. The main content area is light gray and contains three white tiles with rounded corners. Each tile has a blue icon, a title, and a brief description.

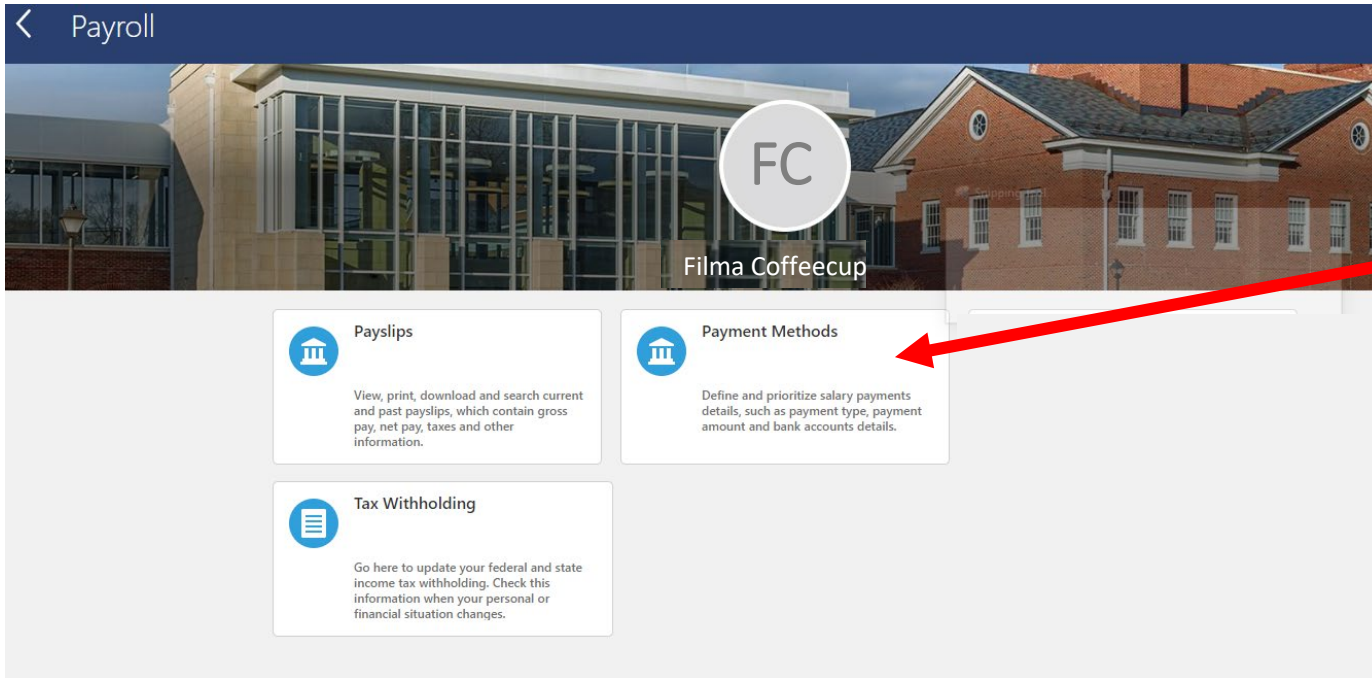
**< Payroll**

**FC**  
Filma Coffeecup

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

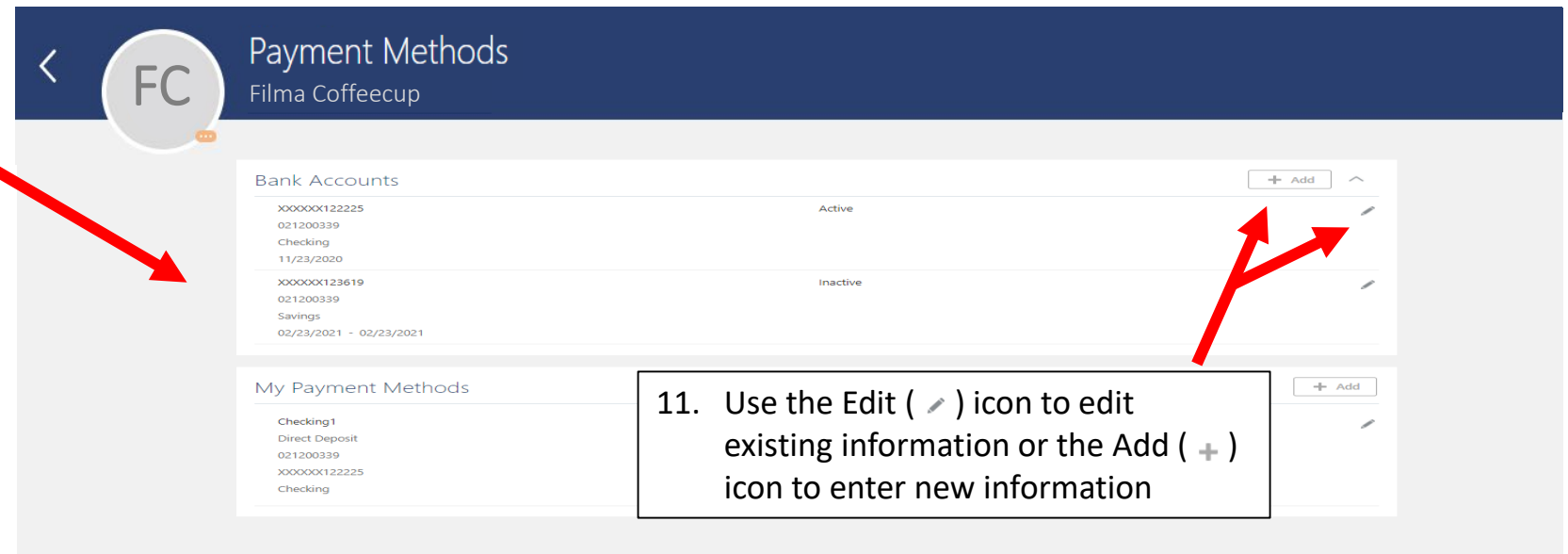
**Payment Methods**  
Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.

**Tax Withholding**  
Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.



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

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



11. Use the Edit ( / ) icon to edit existing information or the Add ( + ) icon to enter new information

12. Enter in the 'Account Number', 'Account Type', and 'Routing Number'. All other fields are optional.

13. Click 'Save'.

Bank Accounts

\*Account Number

\*Account Type


Check Digit

Account Holder


Secondary Account Reference

Bank

Bank Branch

\*Routing Number  

BIC Code

**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 (  ) icon to see an example of where to find the required information.



14. You will see the **Bank Account** added below. Click on the **'Add'** button in the **'Payment Methods'** section to designate the Bank Account you just entered to receive direct deposit payments.

The screenshot displays a software interface with two main sections: 'Bank Accounts' and 'Payment Methods'. The 'Bank Accounts' section is highlighted with a red oval and contains two entries:

Account ID	Account Type	Status	Creation Date
XXXXXXXX222221	Checking	Active	02/23/2021
XXXXXXXX122225	Checking	Active	11/23/2020

The 'Payment Methods' section is located below and includes a 'Reorder' button and an '+ Add' button. Two red arrows originate from the 'Bank Accounts' section: one points to the 'Add' button in the 'Payment Methods' section, and the other points to the 'Add' button in the 'Bank Accounts' section.

15. Complete all fields marked with an asterisk\*. Use the calendar (📅) icon to set the 'Start Date'.

16. Use the dropdown arrow to set the 'Payment Amount' to either 'Percentage' or 'Amount', then enter the appropriate number in the next field.

Payment Methods

**\*What do you want to call this payment method?**  
Bank Acct 2

**\*Start Date**  
02/23/2021 📅

**\*Organization Payment Method**  
Direct ACH

**Payment Type**  
Direct Deposit

Checking1  
Direct Deposit  
10/01/2020

**Currency**  
USD

**Payment Amount**  
Percentage 50 %

**Country**  
United States

**\*Bank Account**

021200339 XXXXXXXX222221 Checking  
021200339 XXXXXXXX122225 Checking

Save Cancel

17. Use the dropdown arrow for the '**Bank Account**' field to select the bank account to receive the direct deposit funds.

18. Click '**Save**'

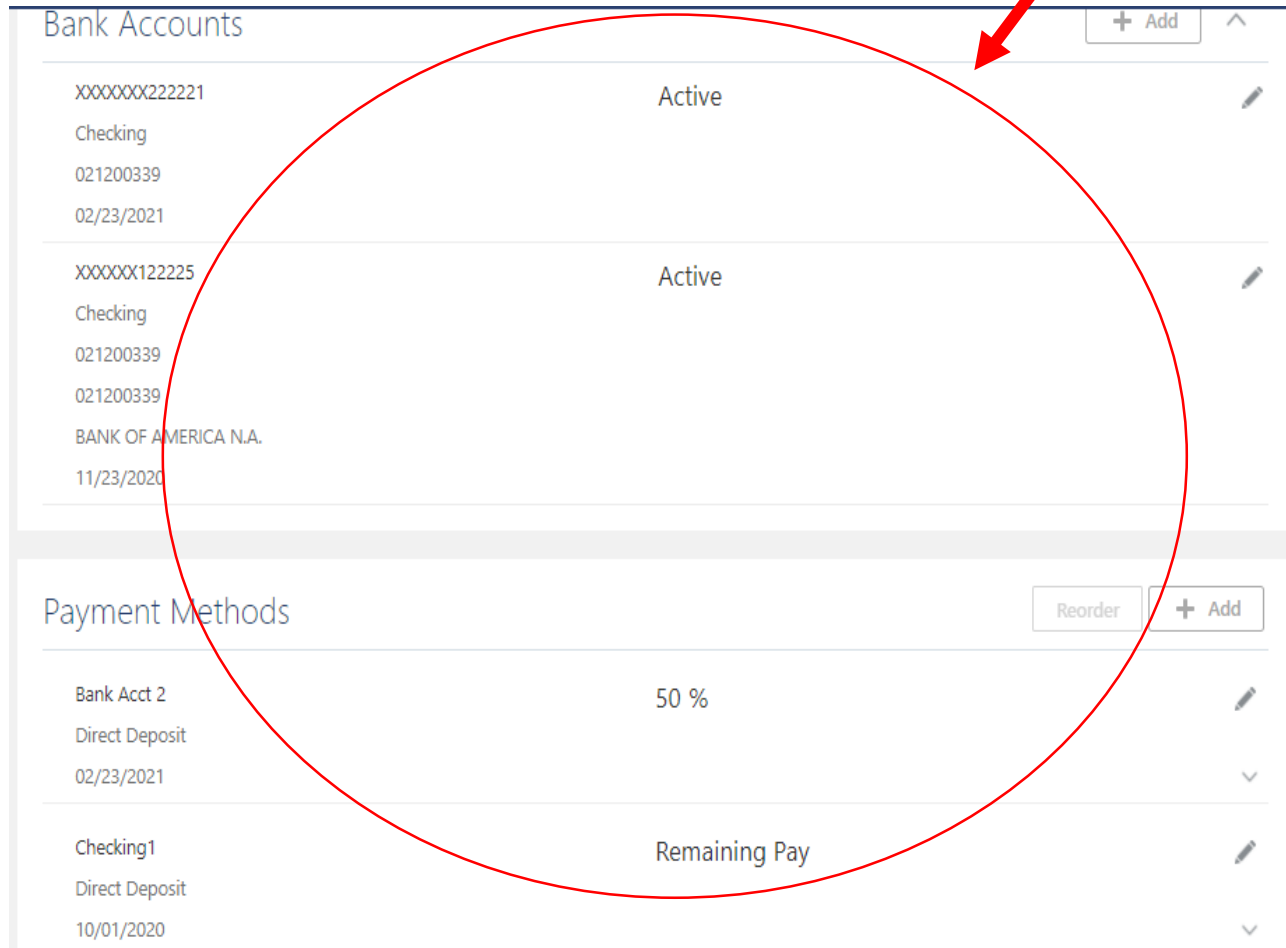
The screenshot shows a 'Payment Methods' form with the following fields and values:

- \*What do you want to call this payment method?\***: Bank Acct 2
- \*Start Date\***: 02/23/2021
- \*Organization Payment Method\***: Direct ACH
- Payment Type**: Direct Deposit
- Currency**: USD
- Payment Amount**: Percentage (dropdown), 50 (input), % (suffix)
- Country**: United States
- \*Bank Account\***: Open dropdown menu showing two options:
  - 021200339 XXXXXXXX222221 Checking
  - 021200339 XXXXXX122225 Checking
- Buttons**: Save, Cancel

Red arrows indicate the following actions:

- Arrow 1: Points to the dropdown arrow of the 'Bank Account' field.
- Arrow 2: Points to the 'Save' button.

## 19. The confirmation screen will show as indicated below.



Bank Accounts		+ Add	^
XXXXXX22221	Active		
Checking			
021200339			
02/23/2021			
XXXXX12225	Active		
Checking			
021200339			
021200339			
BANK OF AMERICA N.A.			
11/23/2020			

Payment Methods		Reorder	+ Add
Bank Acct 2	50 %		
Direct Deposit			
02/23/2021			
Checking1	Remaining Pay		
Direct Deposit			
10/01/2020			

### Note:

1. If your status is a 'pending' employee that has not yet started an active assignment, you will not see the above confirmation information until you reach their contracted start-date.
2. If you are an active employee, payroll personnel does not have access to the 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.