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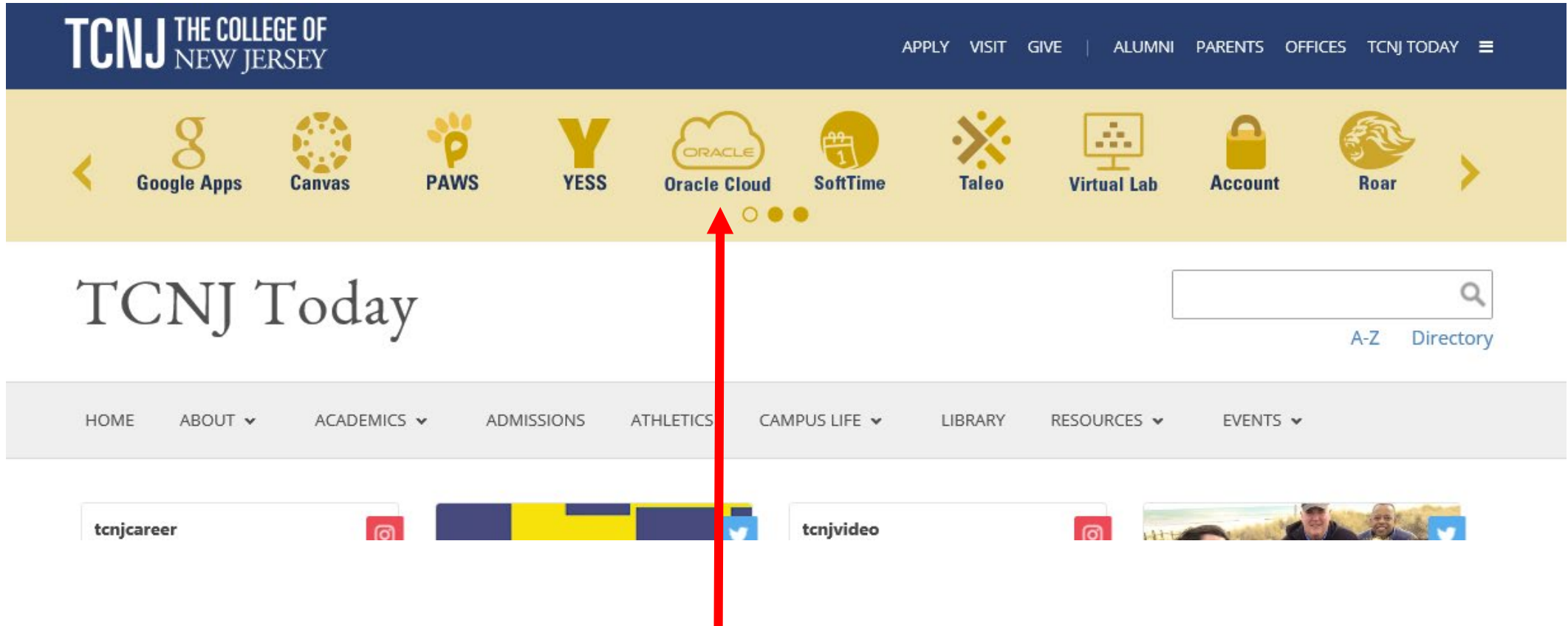
2. Select 'Oracle Cloud' from the menu options

Sign in to use available applications

Enter your TCNJ credentials

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

| Username |

| Password |

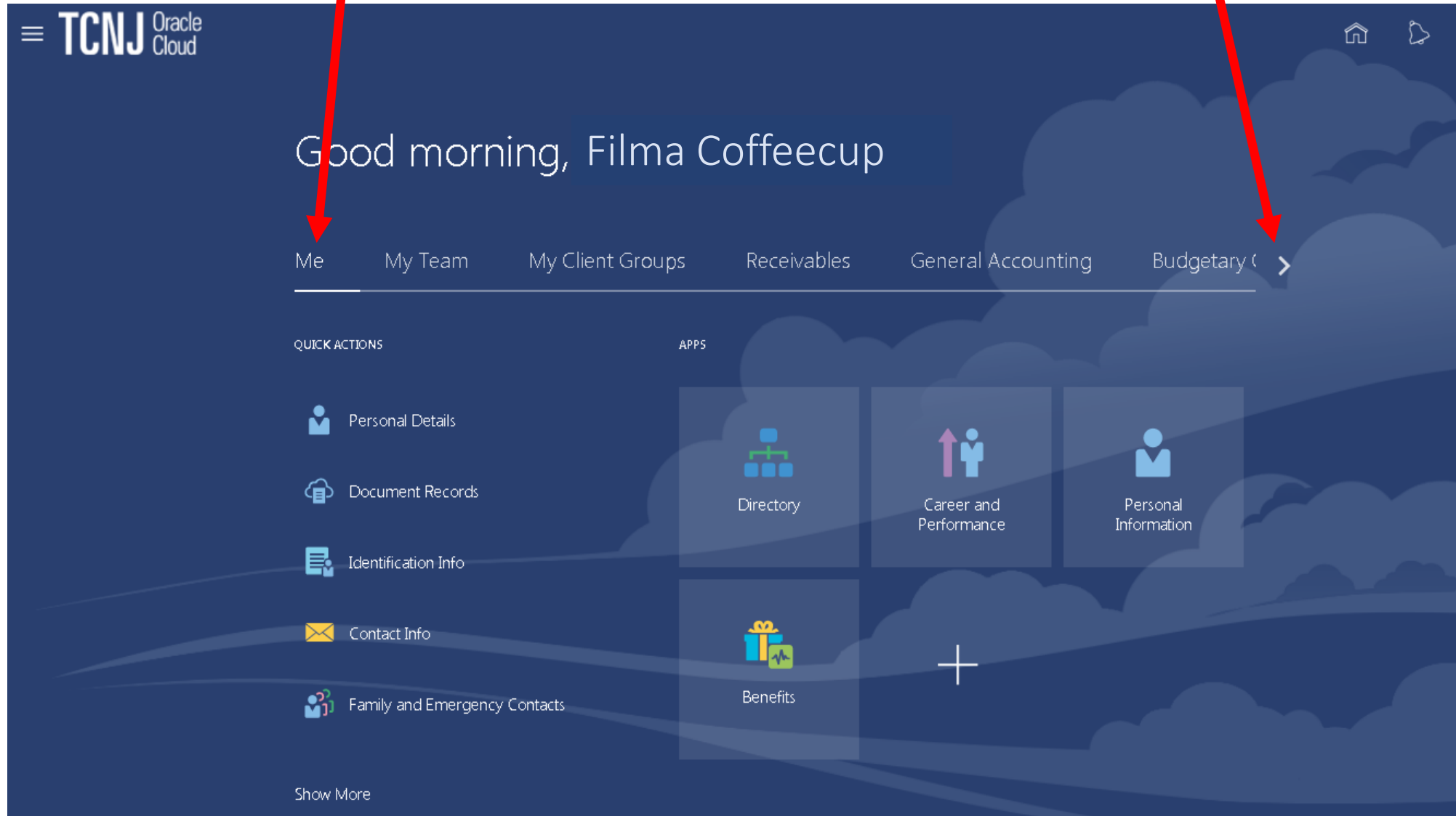Sign in   4. Click '**Sign In**'

Keep your personal information secure. Sign out and close your browser when you are finished.
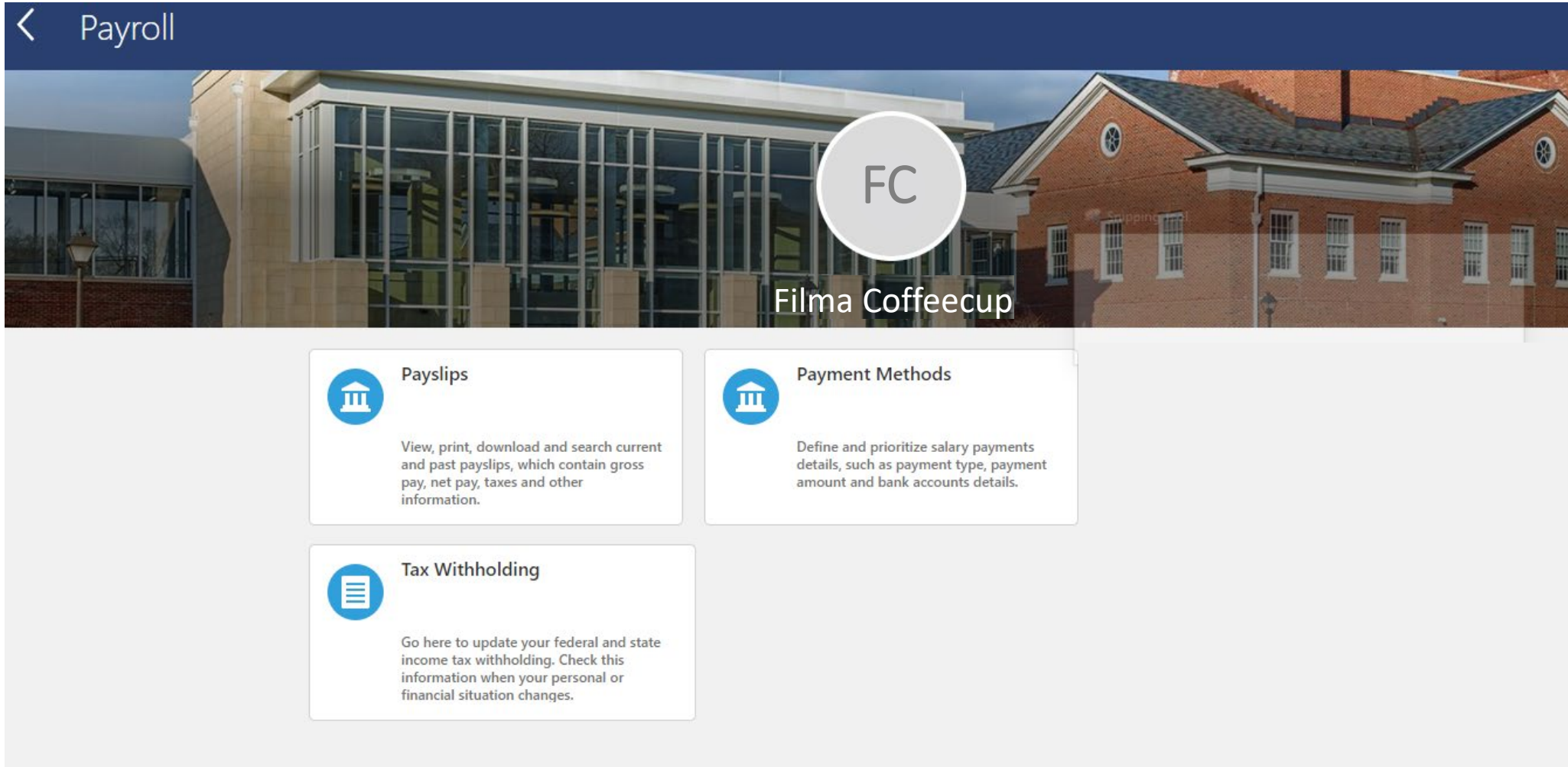
Get sign in support: IT Help Desk

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.

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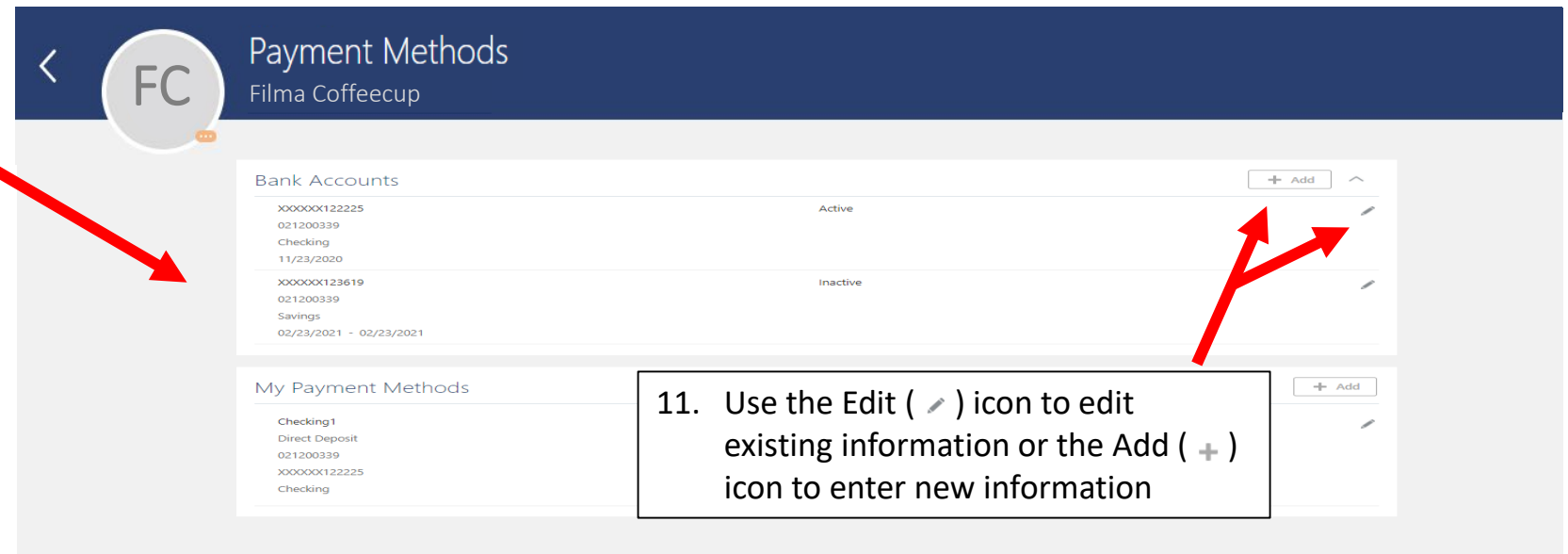
11. Use the Edit (✏) icon to edit existing information or the Add (+) icon to enter new information

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

13. Click '**Save**'.

Bank Accounts

Save Cancel

*Account Number	3812221222221
*Account Type	Checking
Check Digit	
Account Holder	Filma Coffeecup
Secondary Account Reference	
Bank	
Bank Branch	
*Routing Number	021200339
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.

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

Save | Cancel

*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 XXXXXXX222221 Checking

021200339 XXXXXX122225 Checking

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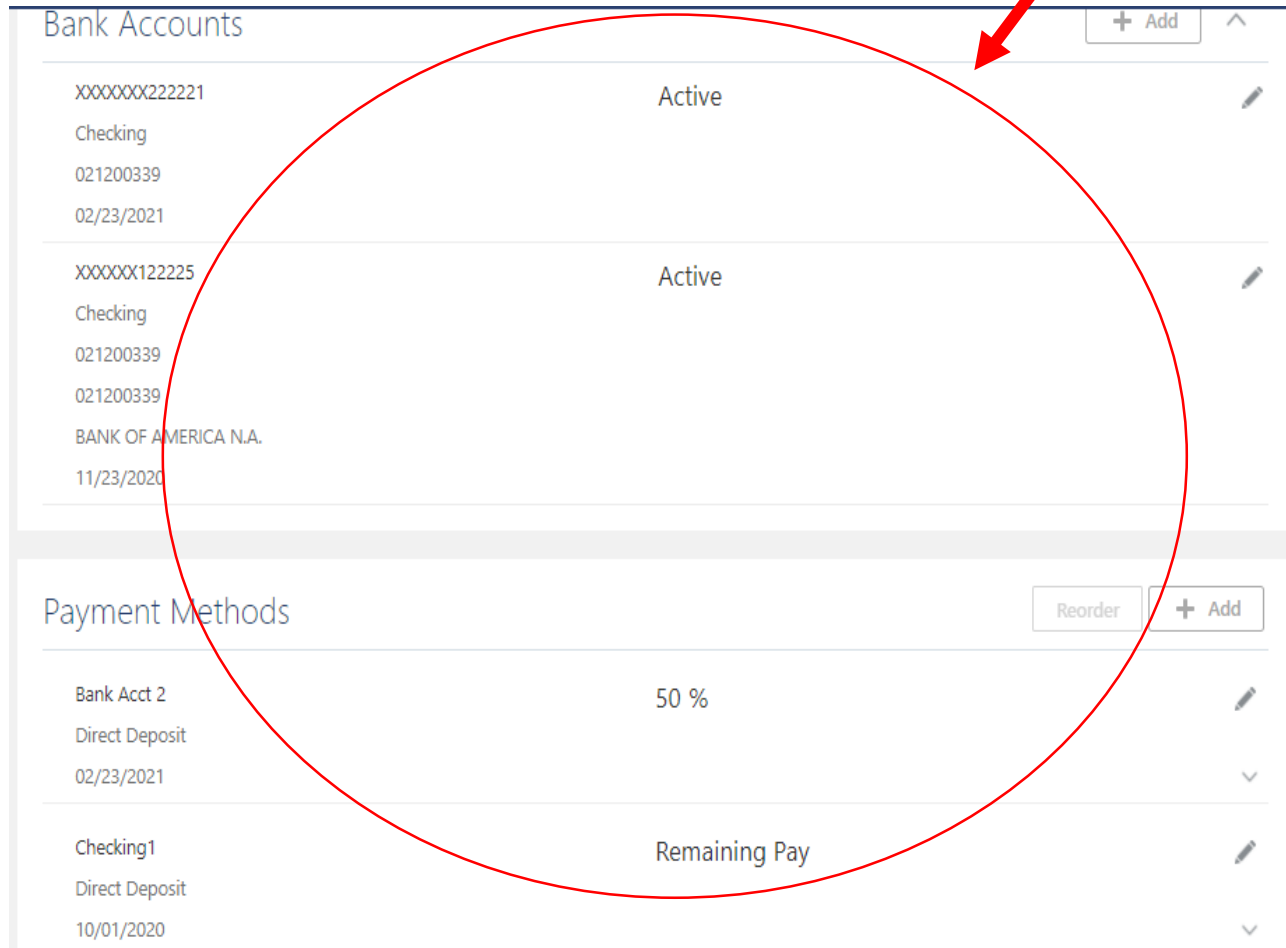
18. Click '**Save**'

Payment Methods

Save | Cancel

*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 XXXXXXX222221 Checking

021200339 XXXXXX122225 Checking

19. The confirmation screen will show as indicated below.

Bank Accounts   + Add

XXXXXXX222221   Active
Checking
021200339
02/23/2021

XXXXXX122225   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.