Personal Payment Methods Navigation Guide

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Creating a new direct deposit method

- 1. Log in to Oracle Cloud
- 2. Open your "Me" section and select the "Pay" tile

Me	My Client Groups	Receivables General /	Accounting Budge	tary Control F	ixed Assets Cust	omer Data Managem	ie >
QUICK A	CTIONS	APPS					
•	Personal Details	.			tů		
ŕ	Document Records	Directory	Pay	Time and Absences	Career and Performance	Personal Information	
R	Identification Info						
	Contact Info	Ê		T	O		
	Family and Emergency Contacts	My Activity Center	Touchpoints	Benefits	Current Jobs	Roles and Delegations	
<u>.</u>	My Organization Chart						
	My Activity Center	+					
Ľ	My Public Info						

3. Click on the "Payment Methods" tile



4. Click Add

< MM Personal Paymen	t Methods			
View payment methods as of 06/02/2025	Payroll Rel Worker	itionship	•	
+ Add				
There's nothing here so far.				
You don't have any payment methods. You must ad	d one to be paid.			

5. Fill in Details (this is just a title of the payment method, and can be named anything)

New Payment Method			Cancel
Details			
What do you want to call this payment method?	Popuired	Organization Payment Method Direct ACH]
Payment Type Direct Deposit	Required	Currency USD	
Start Date 06/02/2025	Ħ		

6. Fill in the Account Number, Account Type, Routing Number fields, and any other fields as needed. Once completed, click Create

Bank Details		
Select an account		
New Account O Existing Account		
Account Number	Account Type Checking	
Account Holder Minnie Mouse	Secondary Account Reference	
Bank	Bank Branch	
Routing Number	BIC Code	
	L	

Specifying payment amounts

When creating a direct deposit method, you have the option of <u>specifying the payment</u> <u>amount you'd like the account to receive</u>. This can be specified as a percentage or specific dollar amount.

- 1. On the Details page, select the payment amount method you are interested in using
 - a. For a Percentage amount, specify the Payment Amount field and then fill out the percentage amount you'd like. Do not add the percentage symbol

Details	
What do you want to call this payment method?	Organization Payment Method Direct ACH
Required	
Payment Type Direct Deposit	Currency USD
Start Date 06/02/2025	Payment Amount Percentage
	Amount
Percentage	
Required	Percentage

b. For a specific dollar Amount, select the option from the Payment Amount field and then fill out the dollar amount you'd like. Do not add the dollar sign symbol

	Organization Payment Method Direct ACH	
Required		
	Currency USD	
Ħ	Payment Amount Amount	
	Amount	
	Required	Organization Payment Method Direct ACH Required Currency USD Payment Amount Amount

Inactivating existing accounts

1. Select the "Bank Accounts" button on the top right

≡ TCNJ ^{Oracle} Cloud	< Payment Methods	Bank Accounts	<u>∩</u> ₽
	Paynol Belationship Worker		
	+ bba +		
	Direct Deposit		
	Account Number		

2. Click the "Inactivate" button next to the account you wish to inactivate.

