Online Direct Deposit Enrollment

How to Enroll

- Have the following data ready to enter:
  1. Number of accounts you will be depositing into.
  2. Allocation (how much) to each account. This can be by percentage of pay or exact dollar amount.
  3. Account type (checking or savings).
  4. Bank Routing Number and Account Number. These numbers are normally found at the bottom of your personal checks. For savings accounts and money market accounts, please contact your financial institution for the correct numbers.

- Enter the ePayroll website at:

- Enter your eight or nine-digit OSU Employee ID number and PIN (default PIN info described on right →).

- Click on the Direct Deposit icon.

- Follow the prompts and enter your data.

- Read the legal confirmation.

- Print a copy for your own records.

- You will receive an email notification of the change in your status.

- **Please note:** When directing funds to more than one account, you must always choose “Leftover Amount” for the percentage/amount on the last account.

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Viewing Your Pay Stub

How to View

- Enter the ePayroll website at:

- Enter your eight or nine-digit OSU Employee ID number and PIN. Your Employee ID number can be obtained from Buck ID Cards, Medical Center ID Badges, or your departmental Payroll or Human Resources Professional. If you are a student and received your BuckID before you were hired it may not be on the card. If you are a Medical Center employee, the ID number is the first eight or nine digits of the number on your badge. If you have never used the website, your PIN will be an eight-digit number. The first two digits are the two-digit day of your birth. The next two digits are the two-digit year of your birth. The last four are the last four digits of your social security number. **(Example: If you were born on 7/1/89 and your SSN is 123-45-6789, you will enter 01896789)** You will then be prompted to change this. The new PIN you choose will be what you use for each subsequent login and should be numbers only, eight to sixteen digits long.

- Click on the Pay Stub Review icon.

- Your most recent basic pay stub information will appear.

- Click on the MORE INFO button for a detailed pay stub.

- Click on the drop-down box for previous pay periods.

More information at [http://hr.osu.edu/onlineservices.aspx](http://hr.osu.edu/onlineservices.aspx)  
Epayroll customer service: 1-800-996-7566 or OSU Payroll 292-2311