

Employee Self Service: Setting Up Direct Deposit for Oregon College Savings Plan

STEP 1. To set up a contribution to the Oregon College Savings Plan, you'll need your account number. Log on to Employee Self Service. From the Main Menu, select "Self Service", then "Payroll and Compensation", then "Direct Deposit".

STEP 2. Click "Add Account", and the screen below should appear:

The screenshot shows the 'Add Direct Deposit' form for 'Sally Staff'. It is divided into two sections: 'Your Bank Information' and 'Distribution Instructions'. The 'Your Bank Information' section has a 'Routing Number' field. The 'Distribution Instructions' section has fields for 'Account Number', '*Account Type' (a dropdown menu), '*Deposit Type' (a dropdown menu), 'Amount or Percent' (a text input), and 'Deposit Order' (a text input with a note '(example: 1 = first account processed)'). There is a 'Save' button and a 'Return to Direct Deposit' link. A note at the bottom indicates '* Required Field'.

STEP 3. Enter the Routing number **011000028** (this is the only routing number used by the Oregon College Savings Plan).

STEP 4. Enter the full account number – it should be 17 digits. The first 7 are 9905815, followed by the account number. If the account # is shorter than 10 digits, fill in with 0. Ex.: account # is 12345678. Enter 99058150012345678 for account number in ESS.

STEP 5. Set the Account Type to "Checking".

STEP 6. Set the Deposit Type to "Amount".

STEP 7. Enter the amount you want to be deposited in the account each pay period.

The screenshot shows the 'Add Direct Deposit' form for 'Sally Staff' with the following fields filled in: 'Routing Number' is 011000028; 'Account Number' is 123456789; '*Account Type' is set to 'Checking'; '*Deposit Type' is set to 'Amount'; 'Amount or Percent' is 90; and 'Deposit Order' is 1. The 'Save' button and 'Return to Direct Deposit' link are visible. A note at the bottom indicates '* Required Field'.

STEP 7. Choose the Deposit Order – this tells the system how you wish to have your paycheck distributed among the accounts you've entered. A lower number has priority over a higher number.

*Use a lower number, 1 for example, for your first deposit account. If you have more than one account, the numbers will tell the system which account to deposit into first. Deposit order 1 would get the funds first, then Deposit order 2, and so forth.

*Leave your main direct deposit account (if you have one) as a priority 999 so the balance of your check is deposited.

STEP 8. Click the "Submit" button, and the set-up is complete.

If you want to change the amount being deposited into the Oregon College Savings plan at any time, use the "Edit" button to change the amount if needed. Use the "Delete" button only if you wish to stop contributing to the account.

PLEASE NOTE: Any new direct deposit accounts will not be active for one full payroll cycle. Most other changes to existing accounts are sometimes effective immediately. Call Payroll at 503-742-5438 if you have any questions about direct deposit account set up, or about when your changes will take effect.

**Payroll does not need a paper copy of the Oregon College Savings Plan Payroll Deduction form if you set it up using Employee Self Service.