

Direct Deposit Instructions

1. Go to <https://myhr.ohio.edu/> and login using your OHIO ID and Password
2. Click on My Personal Information to open the drop down menu, then select Manage Payments

The screenshot shows the OHIO E-Business Suite Home page. At the top, there is a search bar with 'Enterprise Search' and a dropdown menu set to 'Contract Documents'. Below the search bar is a 'Home' section. On the left, a 'Navigator' menu is visible, with 'My Personal Information' and 'Manage Payments' circled in red. The 'Worklist' section on the right contains a table with columns 'From', 'Type', 'Subject', and 'Sent Due'. The table is currently empty, with the text 'There are no notifications in this view.' displayed below it. A 'Full List' button is located in the top right corner of the Worklist section.

3. On the Manage Payments page, you can add new Deposit Payment information, or update your current Deposit Payment Information.

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.
* Indicates required field

Employee Payments for Next Payroll Period

One of your Payment Methods must be selected for Accounts Payable (AP) Reimbursements that you may receive. Do not mark more than one.

Note: If you would like to add, delete, or update a payment method and the buttons to make these changes are not displayed on the screen below, this indicates that the payroll processing for your next pay has begun and you cannot make changes to your account until after your next pay date. A calendar of processing dates and pay dates for each payroll can be found at: <https://www.ohio.edu/hr/compensation-pay/payroll-schedules>

Add Deposit Payment | ...