

## Quick Reference Guide:

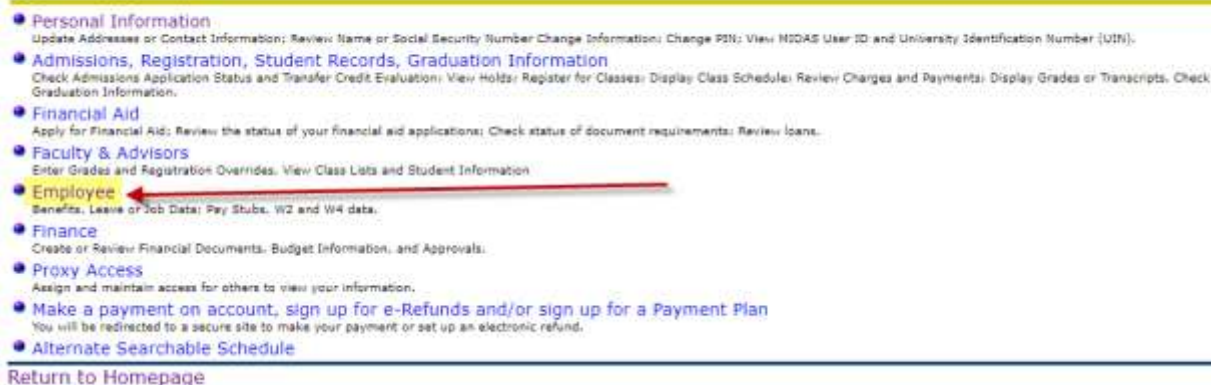
### Updating Payroll & Accounts Payable Direct Deposit Allocation in Employee Self Service

The Direct Deposit Process is now exclusively electronic. For instructions on setting up both the AP and the Payroll Direct Deposit accounts, or for making updates at any time please follow the instructions below.

**For questions about this process, please contact Payroll at (757)-683-5266 or (757) 683-4337.**

1. Access LeoOnline at: <http://www.leonline.odu.edu>
2. Upon entering into the system, select the **Enter LeoOnline News and Secure Area** link at the top of the page list, then scroll to the bottom of the page and click **Enter Secure Area**.
3. Login using your Midas credentials. You will then be redirected into the Employee Dashboard to access your Direct Deposit information.
4. From the Main Menu page (see below), click **Employee**:

#### Main Menu



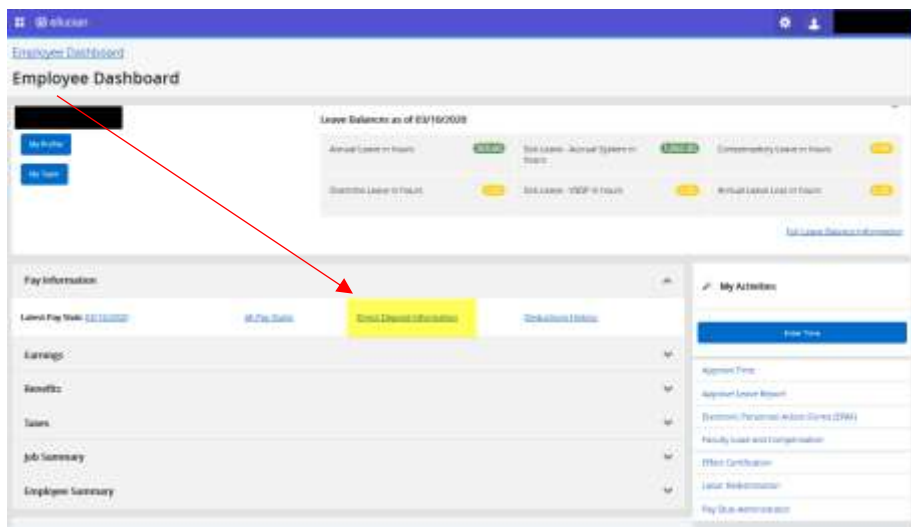
Then **Employee Self Service** to open the Employee Dashboard:

#### Employee

- Time Sheet
- Classic  
Classic menu for items under pmenu.P\_MainMenu except time sheet.
- Employee Self Service  
New Employee Self Service

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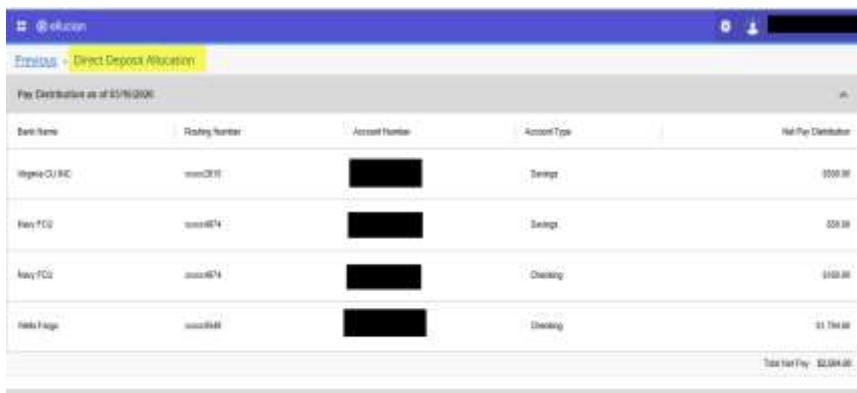
5. Once in the Employee Dashboard, click on **Direct Deposit Information** (as highlighted in yellow.)



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6. At the top of the page, you will notice your current Direct Deposit Allocations listed, as of your last pay date.



Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
Virginia CU INC	xxxxx2815	[REDACTED]	Savings	\$500.00
Navy FCU	xxxxx4874	[REDACTED]	Savings	\$50.00
Navy FCU	xxxxx4874	[REDACTED]	Checking	\$100.00
Wells Fargo	xxxxx540	[REDACTED]	Checking	\$1,194.00
Total Net Pay				\$2,094.00



Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Virginia CU INC	xxxxx2815	[REDACTED]	Savings	\$500.00	1	\$500.00	Active
<input type="checkbox"/> Navy FCU	xxxxx4874	[REDACTED]	Savings	\$50.00	2	\$50.00	Active
<input type="checkbox"/> Navy FCU	xxxxx4874	[REDACTED]	Checking	\$100.00	3	\$100.00	Active
<input type="checkbox"/> State Bank CU	xxxxx7949	[REDACTED]	Savings	\$100.00	4	\$100.00	Active
<input type="checkbox"/> Wells Fargo	xxxxx540	[REDACTED]	Checking	Remaining	5	\$1,894.00	Active
Total Net Pay						\$2,094.00	

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

7. The next section entitled *Proposed Pay Distribution* is where you will make changes to your Direct Deposit Information.

**Please note** – this can be done at any time and will your account information will be updated in real time as well!

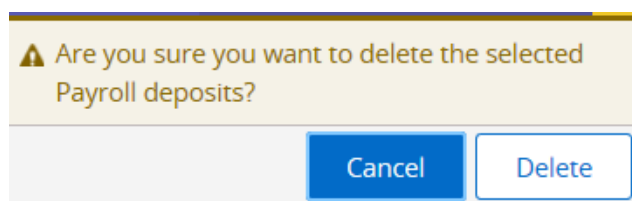
8. **To delete an existing account**, simply click the box under Bank Name beside the account you would like to delete. The box will turn **blue** and you will notice a check mark in the box. To delete, simply click **Delete**.



Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input checked="" type="checkbox"/> Virginia CU INC	xxxxx2815	[REDACTED]	Savings	\$500.00	1	\$500.00	Active
<input type="checkbox"/> Navy FCU	xxxxx4874	[REDACTED]	Savings	\$50.00	2	\$50.00	Active
<input type="checkbox"/> Navy FCU	xxxxx4874	[REDACTED]	Checking	\$100.00	3	\$100.00	Active
<input type="checkbox"/> State Bank CU	xxxxx7949	[REDACTED]	Savings	\$100.00	4	\$100.00	Active
<input type="checkbox"/> Wells Fargo	xxxxx540	[REDACTED]	Checking	Remaining	5	\$1,894.00	Active
Total Net Pay						\$2,094.00	

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

You will receive a notice (*see right*) asking you if you are you sure you want to delete.... By clicking **Delete**, the item will be removed from your list. If you have multiple accounts the amount for the account deleted will be added to your net pay direct deposit line.



⚠ Are you sure you want to delete the selected Payroll deposits?

Cancel Delete

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9. **To add a new account**, click **Add New** from the *Proposed Pay Distribution* section a pop-up box will appear entitled: *Add Pay Allocation – Create New*.



You will be prompted to key the new bank routing number, account number, and account type in the pop-up box. **Please make sure this information is correct!**

After entering the correct account information, you may select the amount you desire from the options listed in the pop-up box.

**You must also check the box authorizing payroll to credit or debit your account before moving on.**

Finally, click **Save New Deposit**.

**NOTE:** The *Create From Existing Account* option should only be used when setting up your Accounts Payable Direct Deposit using one of your existing payroll accounts!

The new bank information will appear under “Proposed Pay Distribution”

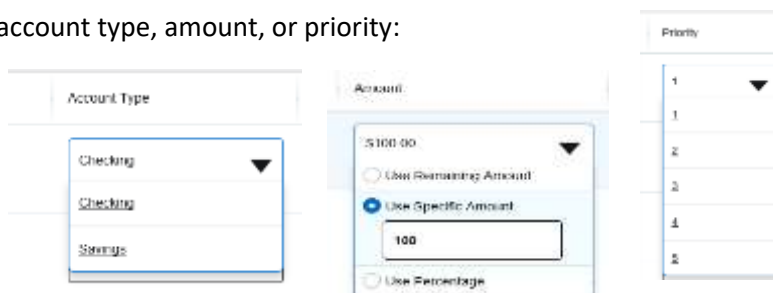


Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
Bank PCD	xxxxxx	xxxxxx	Savings	\$20.00	1	\$20.00	Active
Bank PCD	xxxxxx	xxxxxx	Checking	\$100.00	2	\$100.00	Active
Bank PCD	xxxxxx	xxxxxx	Savings	\$100.00	1	\$100.00	Active
Green Star Bank	xxxxxx	xxxxxx	Checking	\$25.00	5	\$25.00	Active
Bank PCD	xxxxxx	xxxxxx	Checking	Percentage	5	\$2,150.00	Active
Total Net Pay						\$2,345.00	

### Making Changes to an Existing Account

To make changes to an existing account, select the account you wish to change from the *Proposed Pay Distribution* section. After selecting a designation, be sure to check the **Disclaimer** check box, then click **Save New Deposit**.

You may change the account type, amount, or priority:



**NOTE:** The payroll amount is designated as *Remaining*, *Specific*, or *Percentage* (see above).

- **Remaining** is used to deposit the amount of your paycheck after all prior allocations are deposited into the designated accounts. *You will not have the option to select a priority for “Remaining” because it will always occur last.*
- Use **Specific Amount** to deposit a designated dollar amount into an account then select the priority.
- Use the **Percentage** to designate a percentage of your pay to a specific account then select the priority.

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#### Setting Up your Accounts Payable Deposit

Employees can set up banking direct deposit information for their Accounts Payable transactions by completing the *Accounts Payable Deposit* Section.

**NOTE:** Employees can have only one Accounts Payable Direct Deposit Account.

The screenshot shows the 'Add Accounts Payable Deposit' form. At the top right is a close button (X). Below the title, it says 'Choose an option:'. There are two radio buttons: 'Create from existing account information' (unselected) and 'Create new' (selected). Below these are three input fields: 'Bank Routing Number' with an information icon, 'Account Number' with an information icon, and 'Account Type' with a dropdown arrow. Below the fields is a checkbox labeled 'By checking this box, I authorize the institution to initiate direct credits or debits on my behalf'. At the bottom are two buttons: 'CANCEL' and 'SAVE NEW DEPOSIT'.

This screenshot shows the 'Add Accounts Payable Deposit' form with the 'Create from existing account information' option selected. A dropdown menu is open under 'Select existing account', listing several accounts with their names and account numbers. The 'SAVE NEW DEPOSIT' button is visible at the bottom right.

You may select **Create From Existing** to set up your Accounts Payable Direct Deposit using one of your existing Payroll Direct Deposit Accounts. To add an Accounts Payable Deposit using **Create From Existing**, select the payroll account you wish to use from the drop-down menu and click **Save New Deposit**.

If you would rather have AP Reimbursement funds deposited into a new account, you may select **Create New** to add a new account (see below). To add a new account, select **Create New**, and follow the instructions outlined above for creating a new Payroll Direct deposit.

This screenshot is identical to the first one, showing the 'Add Accounts Payable Deposit' form with the 'Create new' option selected. It includes the input fields for Bank Routing Number, Account Number, and Account Type, the authorization checkbox, and the CANCEL and SAVE NEW DEPOSIT buttons.