VALDOSTA STATE
UNIVERSITY

Introduction

This job aid describes the steps necessary to review/update your direct deposit information in OneUSG Connect.
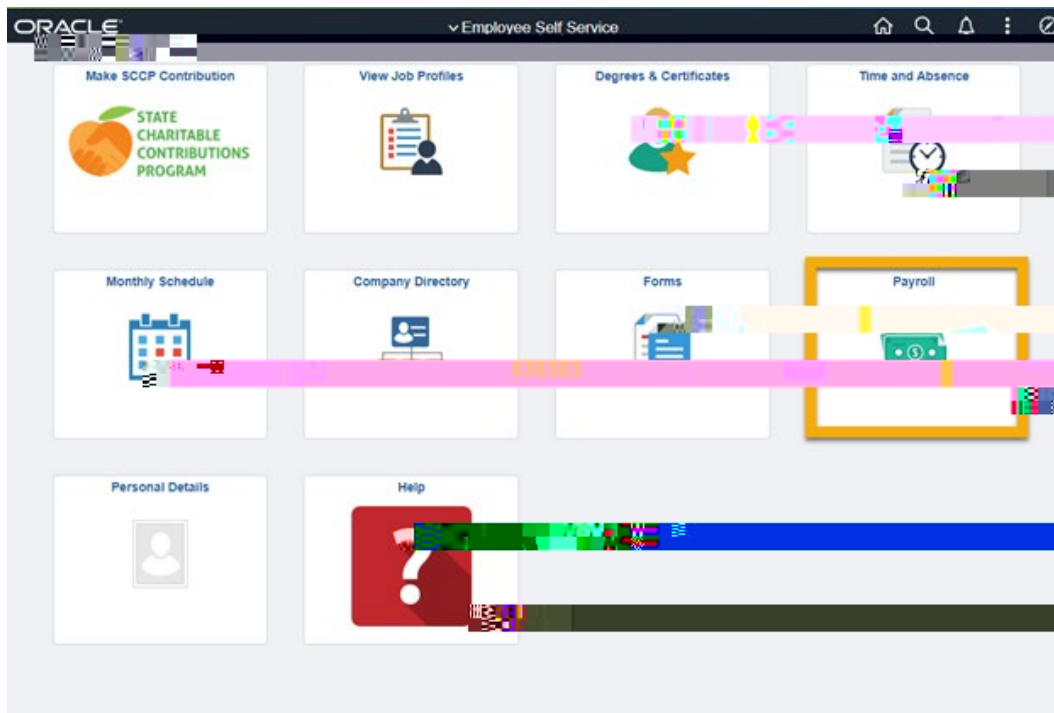
Instructions

1. Log into **OneUSG Connect.**

    Navigation:
    Employee Self Service > Payroll > Direct Deposit

2. Click on the **Payroll** tile.

    Note: Employee Self Service tile options may vary depending on your employee type.

3. On the **Payroll** Dashboard click the **Direct Deposit** tile**.**

4. Review your existing Direct Deposit information.

Notes:

    a. **Remaining Balance:** The account that will be sent to PeopleSoft Financials for Travel & Expense reimbursements.

        x   All employees must have at least one (1) **Remaining Balance** deposit type.

        x   If the Remaining Balance account has a **Payment Method** of "Check", no

d. When you open a new bank account you will need to change the **Payment Method** back to "Direct Deposit" and add the new bank account information.
- x Select the Remaining Balance account row.
- x For **Payment Method**

c. Once the **Edit Account** window opens, add the new bank account information.

d. Click **Save**.

e. Next, click the aTpBDC -078o041.1 (k)]835976 0 Td[0. (Tp)Td12.3 (peoᶠ (h( )0 Tc 0 T6.3 (c)590 T6.3 (c)

x **Account Number**.

x **Account Type**.

x **Deposit Type** - select whether the deposit is based on a set "Amount" or a "Percent" of your net pay and enter the corresponding value.

d. Click **Save** when finished editing and the account will automatically update.

9. Add a Direct Deposit Account.

a. On the **Direct Deposit Accounts** page, click the plus sign **[+]** to add a new direct deposit account.

b. The **Add Account** window will open for you to add the bank account information.
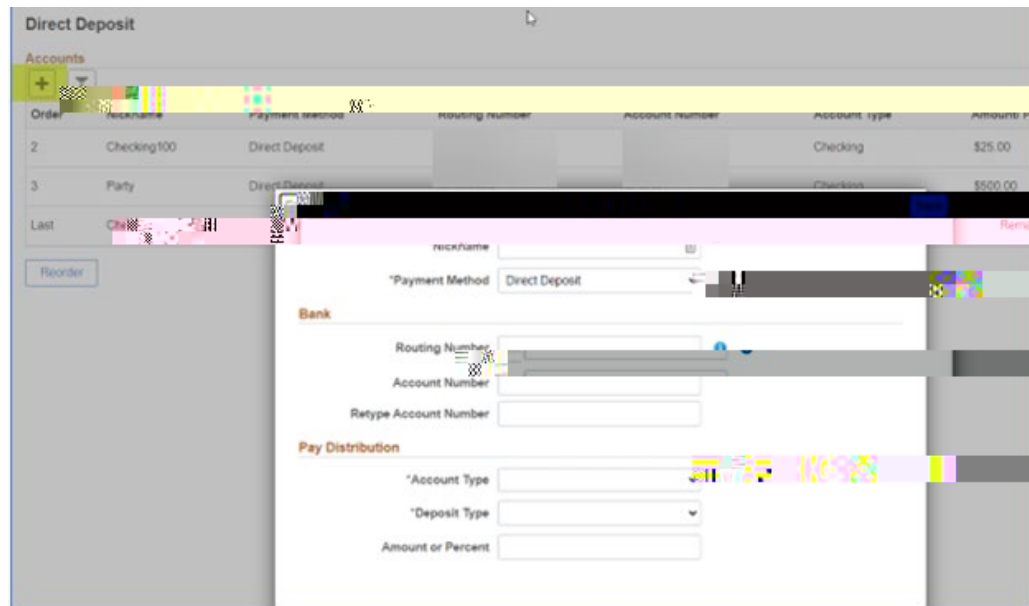
c. Add the following direct deposit account information:
   x **Nickname.**
   x **Routing Number**.
   x **Account Number**.
   x **Account Type**.
   x **Deposit Type** - select whether the deposit is based on a set "Amount" or a "Percent" of your net pay and enter the corresponding value.

d. Click **Yes** to confirm you are sure you want to remove the account.

e. The account will automatically be removed from your **Direct Deposit Accounts** list.