



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Adding a Direct Deposit

1. Click the **Payroll** tile on the **Employee Self Service** home page.
2. Click the **Direct Deposit** link on the Actions panel
3. Click the **Add Account** button
4. Enter information on the **Direct Deposit Details** page:
 - ✓ **Routing Number**
 - ✓ **Account Number**
 - ✓ **Retype Account Number**
 - ✓ **Account Type**
5. Click the **Submit** button
6. Click the **OK** button on the **Confirm Submit** page

The screenshots illustrate the process of adding a direct deposit account in the Oracle PeopleSoft Employee Self Service system:

- Employee Self Service Home Page:** The **Payroll** tile is highlighted with a red box and the number 1.
- Payroll Self Service Page:** The **Direct Deposit** link in the left-hand Actions panel is highlighted with a red box and the number 2.
- Direct Deposit Page:** The **Add Account** button is highlighted with a red box and the number 3.
- Direct Deposit Details Page:** The fields for **Routing Number**, **Account Number**, **Retype Account Number**, and **Account Type** are highlighted with a red box and the number 4.
- Direct Deposit Details Page:** The **Submit** button is highlighted with a red box and the number 5.
- Confirm Submit Page:** The **OK** button is highlighted with a red box and the number 6. A green checkmark icon and a success message are also visible.