

**STEP 1:** Log into ESS (Employee Self Service) and select **View Direct Deposits.**

Oracle Human Resources Self-Service: Manage Payroll Payments - Windows Internet Explorer

http://p615dv2e.dallascounty.org:8003/OA\_HTML/RF.jsp?function\_id=1020375&resp\_id=50958&resp\_appl\_id=800&security\_group\_id=0&lang\_code=US&params=

File Edit View Favorites Tools Help

Oracle Human Resources Self-Service: Man...

**ORACLE** DC Employee Self Service

Manage Payroll Payments: Define Payments

Employee Name

Please contact Auditor's Office ext. 6479 if you have any questions regarding the payments.

TIP ALL CHANGES MADE AFTER 4:00 PM TUESDAY OF PAYROLL WEEKS WILL NOT BE REFLECTED IN THE NEXT PAY PERIOD.

TIP REVIEW ALL INFORMATION FOR ACCURACY. ERRORS WILL DELAY PAYMENTS.

TIP PLEASE ADJUST PERCENTAGES TO EQUAL 100% TOTAL. DELETED ACCOUNTS NO LONGER NEEDED.

**Employee Payments**

Sort By Priority Add Deposit Payment

*Priority	Payment Type	Account Type	Account Number	Amount Type	*Amount	Currency	Update	Delete
1	Deposit	Savings Account		Percentage	1.0	US Dollar		
2	Deposit	Checking Account		Percentage	49.0	US Dollar		
3	Deposit	Checking Account			Remaining Pay	US Dollar		

\* Indicates required field

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Statement

**STEP 2:** Select the desired changes you would like to make (i.e. **Add Deposit Payment, Update or Delete**) Accounts.

**FYI:** Please make sure that **All Percentages total to 100%**. (i.e. 1% to savings, 49% to checking and remaining pay to checking. The remaining pay will have to be 50%.

Oracle Human Resources Self-Service: Manage Payroll Payments - Windows Internet Explorer

http://p615dv2a.dallascounty.org/8003/DA\_HTML/DA.jsp?\_rc=PAY\_PAYMENTS\_TOP\_SS&\_ri=800&DAFunc=DC\_PAY\_EMP\_PAYMENTS\_SS&\_ti=1751644522

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Payroll Hotline - Outloo... Oracle Human Reso... Kronos WORKFORCE ...

**ORACLE** DC Employee Self Service

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### Add Deposit Payment

Employee Name

\* Indicates required field  
 TIP Payments containing new bank account information will be paid by check until the bank account information is verified.

Payment Method **DC NACHA**  International ACH Transaction (IAT)

Currency US Dollar

Amount Type Percentage

\* Amount

\* Account Name

\* Account Type Savings Account

\* Account Number

\* Transit Code

\* Bank Name

\* Bank Branch

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Internet 100%

**STEP 3:** If you **ADD** an account, enter all required information and select **APPLY**.

View Direct Deposits: Review - Windows Internet Explorer

http://p615cy2a.dallasccnity.org:8003/OA\_HTML/OA.jsp?\_ic=PAY\_PAYMENTS\_SS\_CP\_ES&\_ti=800&\_of=DC\_PAY\_EMP\_PAYMENTS\_SS&\_i=1073518555

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ORACLE DC Employee Self Service

View Direct Deposits: Review

Employee Name

Review your changes and, if needed, attach supporting documents.  
 TIP ENTRY ERRORS ARE THE RESPONSIBILITY OF THE EMPLOYEE. ERRORS WILL DELAY DEPOSITS TO YOUR ACCOUNTS.  
 Includes Changed Items.

Current	Proposed
Priority 2	1 
Payment Type Deposit	Deposit
Currency US Dollar	US Dollar
Amount Type Percentage	Percentage
Amount 40	40
Account Name	
Account Type Checking Account	Checking Account
Account Number	
Transit Code	
Bank Name CHASE	CHASE
Bank Branch CHARP	CHASE
Current	Proposed
Priority 3	2 
Payment Type Deposit	Deposit
Currency US Dollar	US Dollar
Amount Remaining Pay	Remaining Pay
Account Name	
Account Type Checking Account	Checking Account
Account Number	
Transit Code	
Bank Name D OF A	D OF A
Bank Branch B OF A	B OF A
Current	Proposed
Priority 1	
Payment Type Deposit	
Currency US Dollar	
Amount Type Percentage	
Amount 1	
Account Name test	
Account Type Savings Account	
Account Number 1212121	
Transit Code 111000514	
Bank Name test chase	
Bank Branch test chase	

Additional Information

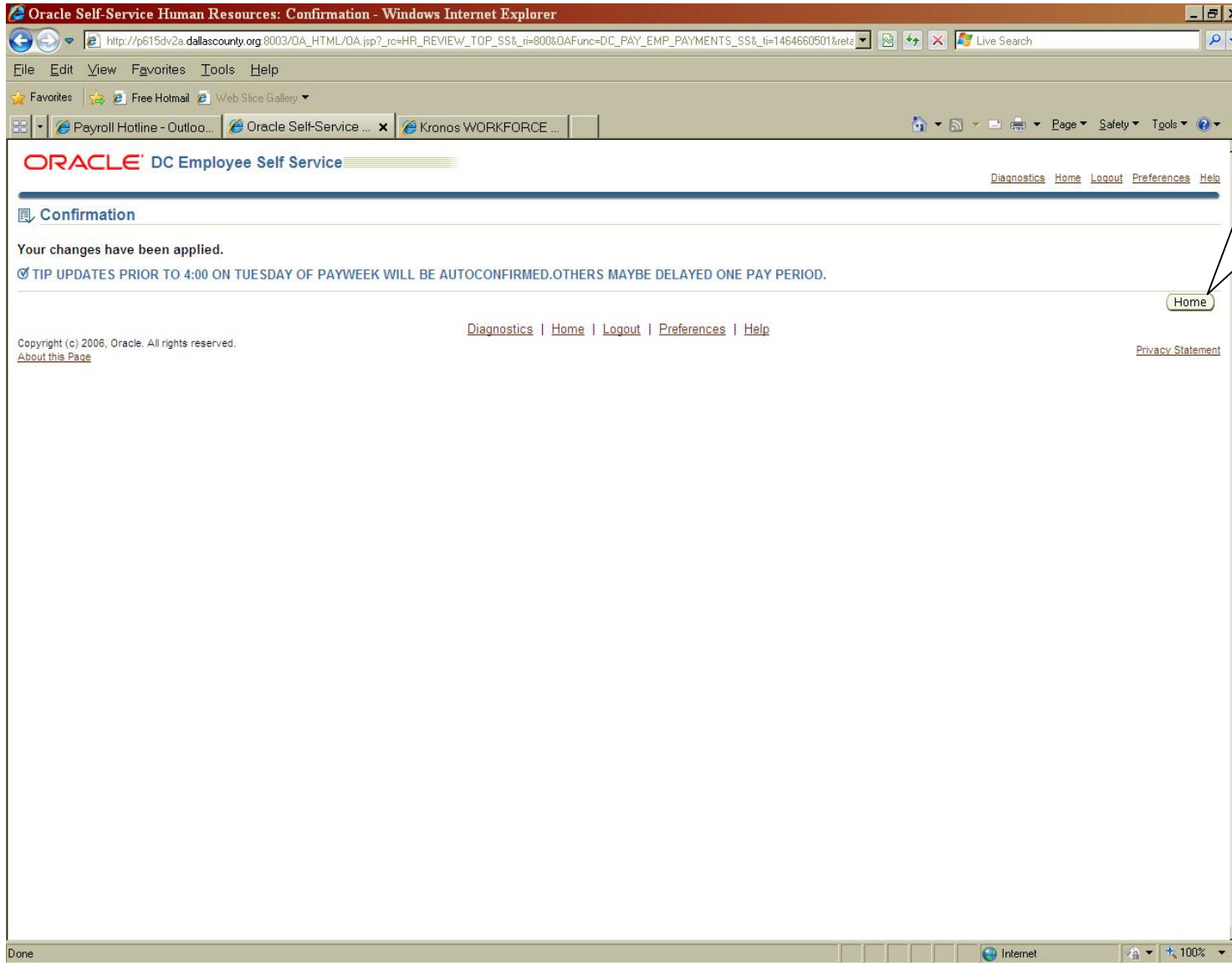
Attachments  
 To help approvers understand the request, you can attach supporting documents, images, or links to this action.  
 None [Add](#)

Cancel Back Submit

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**STEP 4:** All changes made will be indicated by the **Blue Dot**.

Once all information has been reviewed select **SUBMIT**.



**CONFIRMATION:**

You will receive a confirmation page after all your changes have been applied.

Once complete select **HOME**.