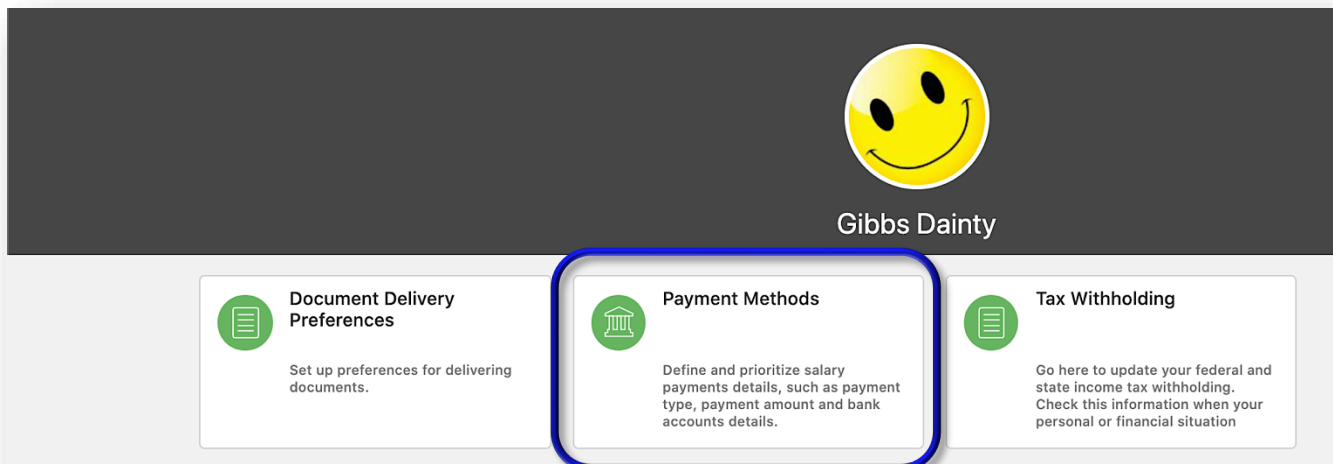


Payment Methods

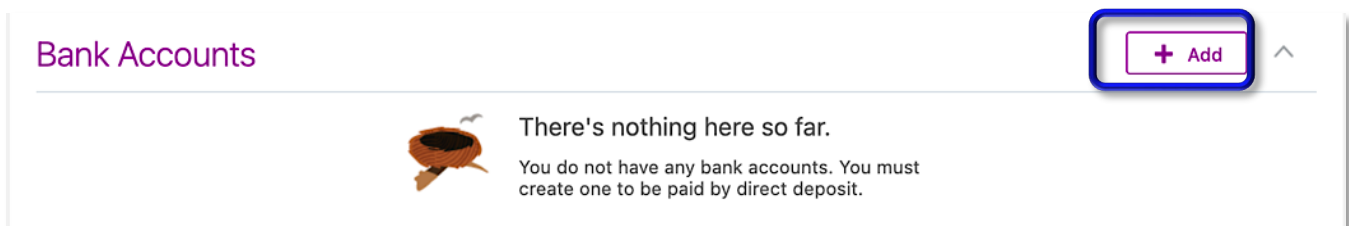
From the main **Pay** screen, click the **Payment Methods** tile. Here, you can define your paycheck method (check vs direct deposit). *Direct Deposit is preferred.* You can also add or change the Direct Deposit bank account here.



If you already had one set up, under **Bank Accounts**, you should see your direct deposit account listed at the top.

Add a Bank Account

If you are new to the county and entering your bank account for the first time (or just need to add a new account) click the **Add** to the right of Bank Accounts.



Enter the **Account Number** and select the **Account Type**. In the **Bank** field, begin typing the bank name and select it from the list of values (circled below).

A screenshot of the 'Bank Accounts' form. It includes fields for '*Account Number' (7778899999), '*Account Type' (Checking), and '*Bank' (great). The '*Bank' dropdown is open, showing a list of banks with 'Greater Texas Federal Credit Union - 314977337 314977337' selected. There are also fields for '*Bank Branch' and '*Routing Number'. 'Save' and 'Cancel' buttons are in the top right.

In the **Bank Branch** field, hit the drop-down and you should see the bank name and the routing number. Check this versus one of your checks to make sure it's correct. If you're not sure where to find your routing number on a check, click the **i** bubble (see star below) and Oracle will show you where everything displays on a check. After double-checking everything, hit **Save** at the top right.

Bank Accounts

*Country United States

Account Number XXXXXX9999

*Account Type Checking

*Bank Greater Texas Federal (

*Bank Branch Greater Texas Federal (

*Routing Number 314977337 

Save **Cancel**



Now you should see the bank account listed under **Bank Accounts** (see star below). If you want part of your check going into any other account, add that account as well. You still need to set the account to receive your paycheck so scroll down to the **My Payment Methods** section (see arrow below).

Bank Accounts **+ Add**

XXXXXX9999	Active	
314977337		
Checking		
2/24/2021		

My Payment Methods **+ Add**

 There's nothing here so far.
To define your payment methods, click add.

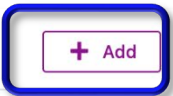


Adding the New Account as a Payment Method

****Note: If your check will go into multiple accounts, we always recommend adding the account where your remaining pay is going first. For example, if you want 10% of your check going into Savings and the remaining pay going into Checking, add the Checking Payment Method first. Hit Add in the My Payment Methods section.**

My Payment Methods **+ Add**

 There's nothing here so far.
To define your payment methods, click add.



Enter a name for this payment method in the 1st field (1 below). The **Payment Type** (2 below) will default to direct deposit. If this is your only bank account in Oracle, the **Bank Account** field will default. Now hit **Save**.

The screenshot shows the 'My Payment Methods' form. It has a title 'My Payment Methods' at the top left. On the top right, there are 'Save' and 'Cancel' buttons. The form contains three main fields: 1. A text input field labeled '*What do you want to call this payment method?' with the value 'My Checking'. 2. A dropdown menu labeled '*Payment Type' with 'Direct Deposit' selected. 3. A dropdown menu labeled '*Bank Account' with '314977337 XXX999 Checking' selected. Numbered callouts 1, 2, and 3 point to these respective fields.

Your check will go into the account as specified.

Editing or Deactivating a Bank Account

If you need to edit (or deactivate) a bank account already on file, from the home screen, click **Me -> Pay**. Then click the **Payment Methods** tile. Under the **Bank Accounts** section, click the pencil icon to the right of the account you need to edit.

The screenshot shows the 'Bank Accounts' section. It has a title 'Bank Accounts' at the top left and a '+ Add' button at the top right. Below the title is a table with one row of account information: 'XXXXXX9999', '314977337', 'Checking', and '2/24/2021'. The status 'Active' is shown to the right of the account number. A pencil icon in a blue box is highlighted to the right of the account details.

Update any fields as necessary. If you no longer use this bank, you can deactivate it by unchecking the **Active** setting (circled below). If you deactivate an account, don't forget to update your **My Payment Methods** section (further down this screen) as well.

The screenshot shows the 'Bank Accounts' edit form. It has a title 'Bank Accounts' at the top left. On the top right, there are 'Save' and 'Cancel' buttons. The form contains several fields: '*Country' (United States), 'Account Number' (XXXXXX9999), '*Account Type' (Checking), '*Bank' (Greater Texas Federal), '*Bank Branch' (Greater Texas Federal), and '*Routing Number' (314977337). At the bottom, there is an 'Active' checkbox which is checked. A blue box highlights the 'Active' checkbox, and a blue arrow points up to the 'Save' button.

Click **Save** when done.

Adding a New Payment Method

If you need to add a new account to which your check you can also do that under **Payment Methods**. From the home screen, click **Me -> Pay**. Then click the **Payment Methods** tile. First make the account(s) you want to use are listed under the **Bank Accounts** section here (see heart below). If you need to add an account, follow the steps listed previously in this handout to add a bank account. Then scroll down to the **My Payment Methods** section below.

Payment Methods
Mickey Mouse

Payroll Relationship Worker

Bank Accounts

XXXXXX9999	314977337	Checking	2/24/2021	Active
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My Payment Methods

There's nothing here so far.
To define your payment methods, click add.

If an account you want some of your check going to is not listed under the **My Payment Methods** section (see star above), click **Add** in that section. Enter a name for the payment method (1 below). The type defaults to Direct Deposit. In the Payment Amount drop-down (2 below), you can choose whether to have a set amount go into this account or a percentage of your check go into it. Select either **Percentage** or **Amount** there. Then enter either the percentage of your check (or flat amount) you want to hit this account in the next field (3 below). Finally, select the account from the **Bank Account** drop-down (4 below). When you're done, hit **Save** (circled below).

My Payment Methods

1 *What do you want to call this payment method?
My Savings

*Payment Type
Direct Deposit

*Payment Amount
Percentage 2 1 3 %

*Bank Account 4
043000261 XXXXXX3333 Savings
314977337 XXXXXX9999 Checking

Save Cancel

Editing the Distribution of Your Check to Your Accounts (change the % or amount)

If all of your bank accounts are already listed under Bank Accounts and Payment Methods and you just need to change how much goes where, you can do that as well. From the home screen, click **Me -> Pay**. Then click the **Payment Methods** tile. Scroll down to the **My Payment Methods** section. Now you can click the pencil icon by an account to edit the percentage or amount going into that account.

My Payment Methods Reorder + Add

My Savings Direct Deposit 043000261 XXXXXX3333 Savings	100 %	
My Checking Direct Deposit 314977337 XXXXXX9999 Checking	Remaining Pay	

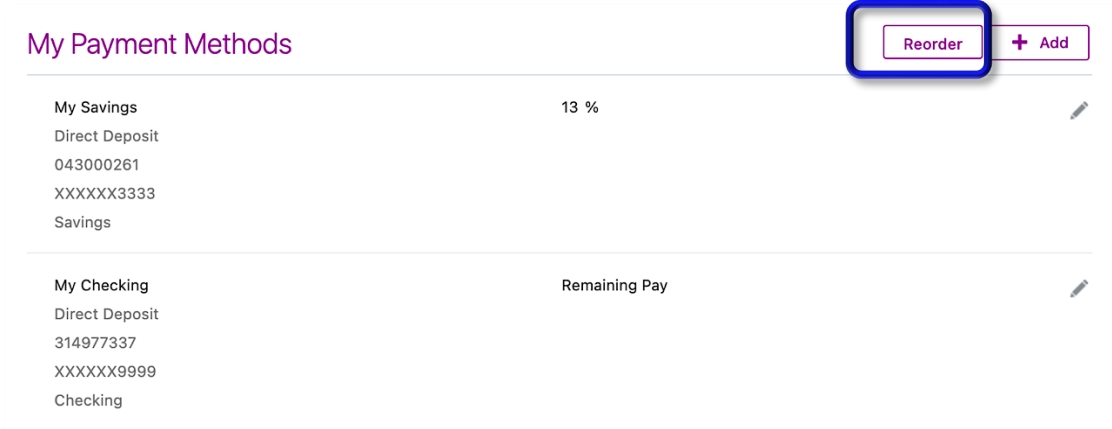
I clicked the pencil to edit **My Savings** (the 1st account listed). I can change from Percentage to Amount. I can also change the actual percentage or flat dollar amount going to this account. Additionally, I have the option to delete this account from my payment methods. After making any changes, hit **Save**.

My Payment Methods Delete Save Cancel

*What do you want to call this payment method? My Savings	*Payment Amount Percentage 13 %
Payment Type Direct Deposit	*Bank Account 043000261 XXXXXX3333 Savings
My Checking Direct Deposit 314977337 XXXXXX9999 Checking	Remaining Pay

Reorder Payment Methods

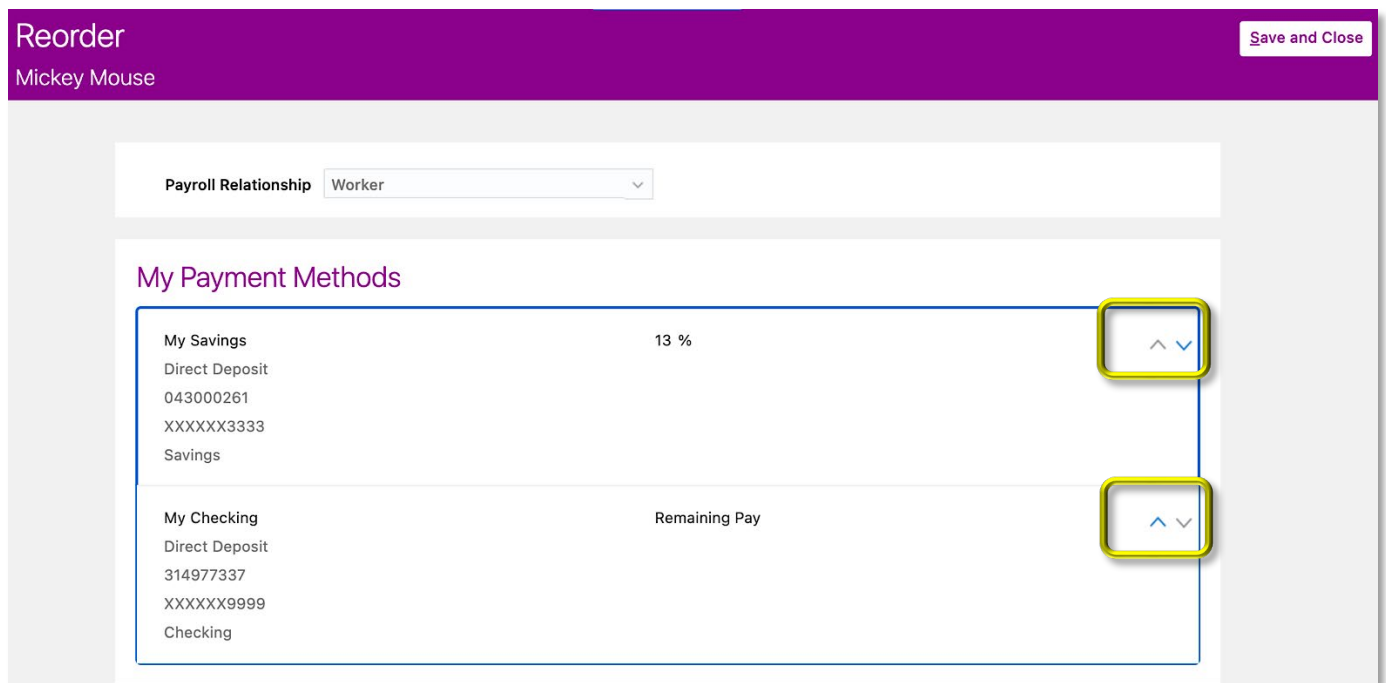
As previously mentioned, we recommend adding the payment method where your *remaining pay* is going first. If you didn't do that, you can reorder your Payment Methods. From the Payment Methods screen, scroll down to My Payment Methods. Click **Reorder**.



The screenshot shows the 'My Payment Methods' section of a user interface. At the top right, there are two buttons: 'Reorder' and '+ Add'. The 'Reorder' button is highlighted with a blue box. Below the buttons, there are two payment method entries. The first entry is 'My Savings' with a percentage of '13 %'. The second entry is 'My Checking' with the label 'Remaining Pay'. Each entry has a list of details (Direct Deposit, account number, and account type) and a pencil icon for editing.

Payment Method	Percentage
My Savings Direct Deposit 043000261 XXXXXX3333 Savings	13 %
My Checking Direct Deposit 314977337 XXXXXX9999 Checking	Remaining Pay

Use the arrows (circled below) to move the account where you want remaining pay going to the bottom of the screen. Click **Save and Close** when you're done.



The screenshot shows the 'Reorder' screen for Mickey Mouse. At the top, there is a header with 'Reorder' and 'Mickey Mouse'. On the right, there is a 'Save and Close' button. Below the header, there is a 'Payroll Relationship' dropdown menu set to 'Worker'. The main section is titled 'My Payment Methods'. It contains two payment method entries. The first entry is 'My Savings' with a percentage of '13 %'. The second entry is 'My Checking' with the label 'Remaining Pay'. Each entry has a list of details (Direct Deposit, account number, and account type). On the right side of each entry, there are up and down arrows (circled in yellow) for reordering. A blue line connects the arrows, indicating the reordering process.

Payment Method	Percentage
My Savings Direct Deposit 043000261 XXXXXX3333 Savings	13 %
My Checking Direct Deposit 314977337 XXXXXX9999 Checking	Remaining Pay