ESS Bank Information and Direct Deposit

*Use this procedure to select a payroll payment method, such as direct deposit, and enter or change primary and secondary bank information.*

Helpful hints:

- Any field marked with an * (asterisk) is required.
- When providing Bank Routing/Transit Number, use the series of numbers on the left bottom of your checks, or the number pre-printed on your savings account slip.
- On certain screens you may have to scroll to view some data entry fields.

Bank Key/Account Number Help:

1. Use Internet Explorer to log on to UC Flex at [www.ucflex.uc.edu](http://www.ucflex.uc.edu)
   a. Use your central login username and password

2. Select ESS in the navigation bar and then select **Overview Employee Self Service**
3. **Select Personal Information** and then select **Personal Profile**

4. To edit your primary payroll information, select the edit icon.

5. Select the matchcode button to search for a Bank Key.
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6. Search for your bank by Bank Name and City
   a. Click the arrows to change search criteria
      i. Recommended to change is to contains
      ii. When finished adding information select Search

7. Fill in the remaining information
   a. Account Type
   b. Account Number
   c. Payment Method

8. Enter the last four digits of your Social Security number and then select Save or Cancel

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9. To add other banking information select **Add** and then **Secondary Bank**

10. Repeat steps 5, 6, and 7 to fill in the Secondary bank information

11. Enter the amount to be deposited into the Secondary Bank

12. Repeat step 8 from above