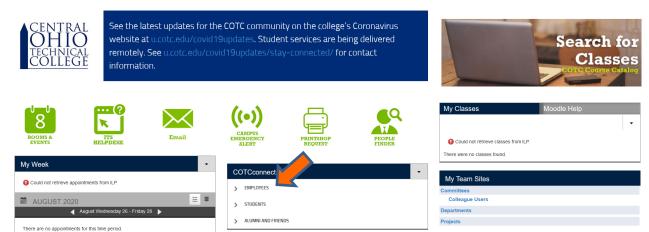
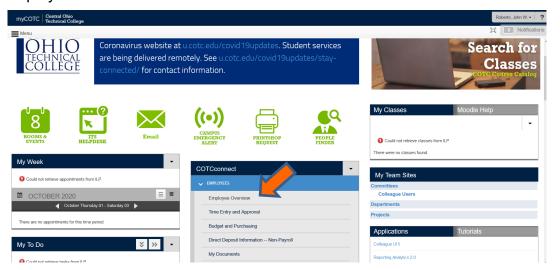
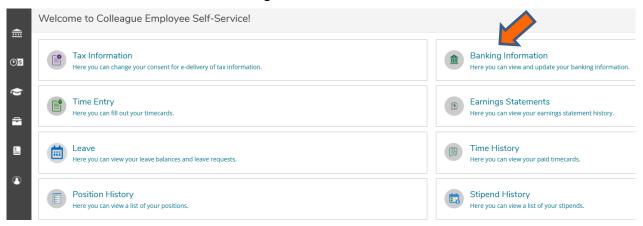
Olick on the Employees link under COTC connect.



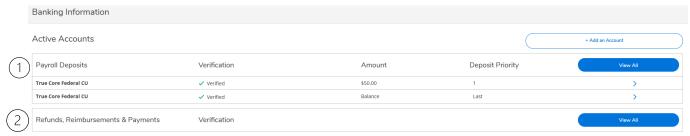
Click on Employee Overview



Once inside Self Service, click on Banking Information:



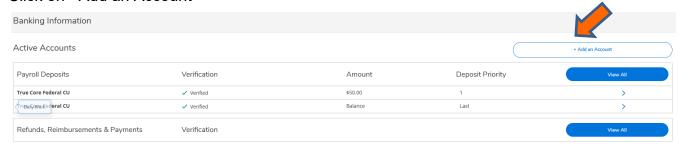
Note there are multiple sections, ① Payroll and ②Refunds, Reimbursements & Payments.



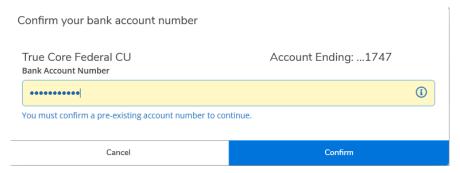
Depending on which situation you want, make a selection:

- Select Payroll Deposits for employees
- Select Refunds, Reimbursements, & Payments for student refunds or employee reimbursements other than Payroll (i.e. mileage reimbursements).

For this example, we are going to make a change to an existing Payroll account.
Click on +Add an Account



You will need to confirm the account number of an existing account before proceeding.

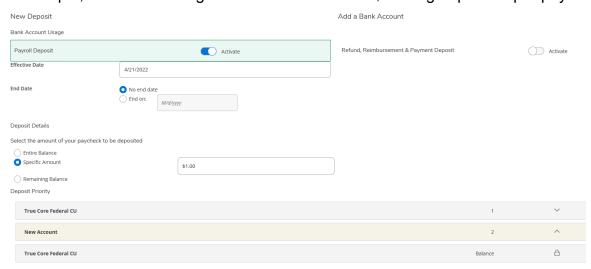


Input the complete Account Number, then click Confirm.

Select which option you wish to add an account to, Payroll or Refund/Reimbursement by swiping the radio button. Since we are adding an account to Payroll, swipe Activate on the Payroll side.



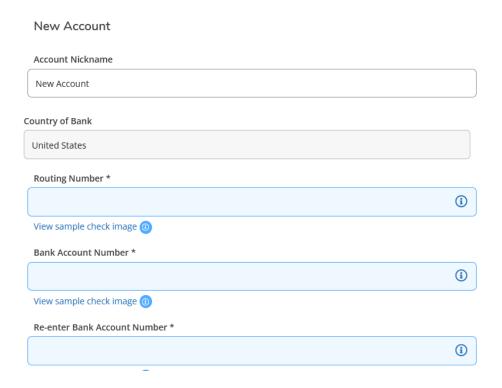
Select an Effective Date. If no foreseeable change, select No end date. Also, select if you want this change to affect the Entire Balance, or a Specific Amount. For this example, we are choosing to add an account with \$1 being deposited per pay.

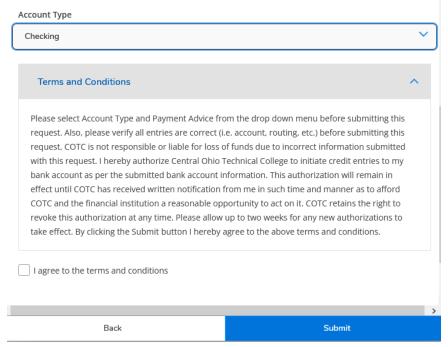


Click Next to set-up the new account details.

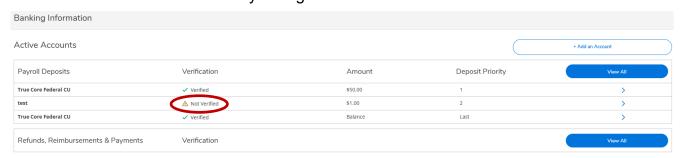
After the pop-up appears, complete the requested fields, click on the agreement, and Submit.

Edit Bank Account Details





• After submitting, you will return to the main menu for Banking Information. Notice the new account says Not Verified. That will be processed with the next payroll run by submitting test information to that bank account. If the test information is confirmed, then the Verification status will automatically change to Verified.



If you have any questions, please email roberts.894@mail.cotc.edu or call 740-366-9140.