

Portland Public Schools	Last Updated (date)	04/26/18
Procedures	Last Updated (by)	Payroll
Updating Bank Info	Procedure #	

Description: How to update your banking information for direct deposit on Employee Self Service

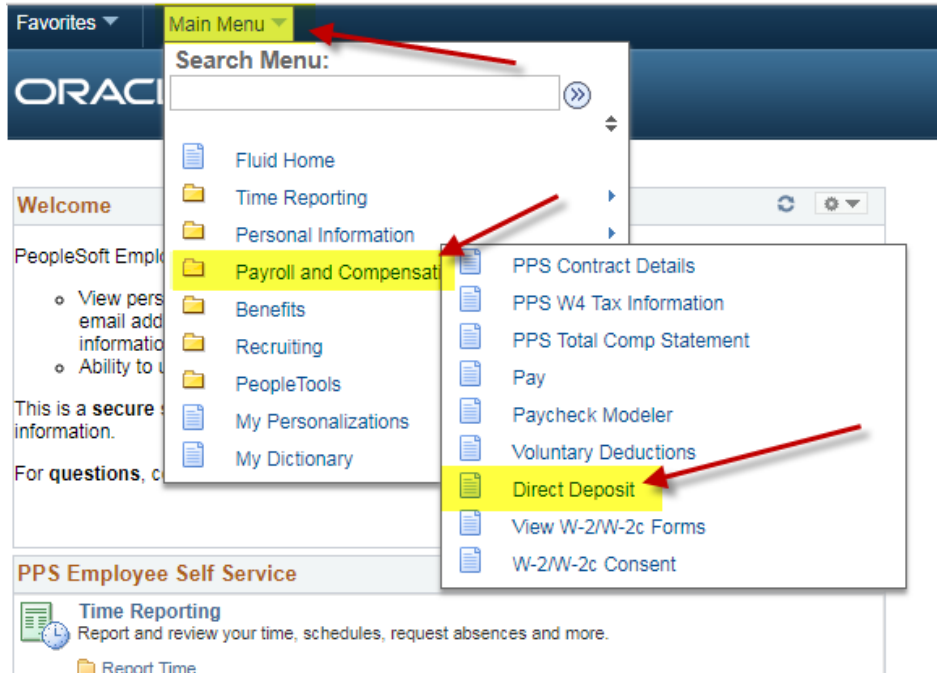
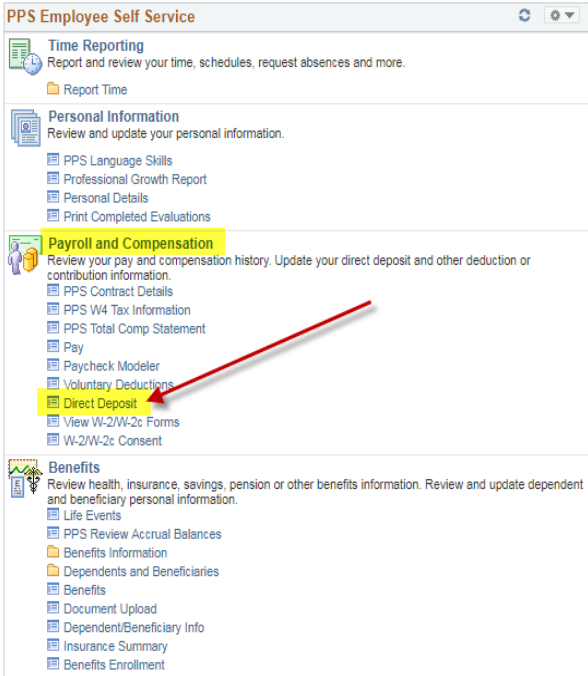
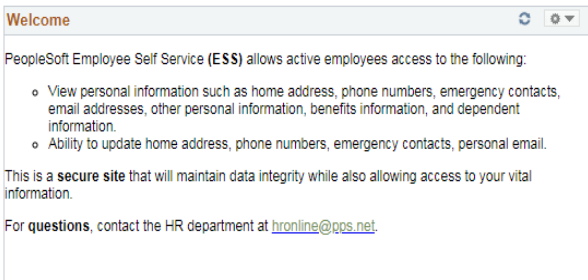
Steps:

Please note currently Self Service can only be Accessed within the PPS Network

- 1.) Log into your self service account at <https://selfservice.pps.net/>
And put in your User ID and Password

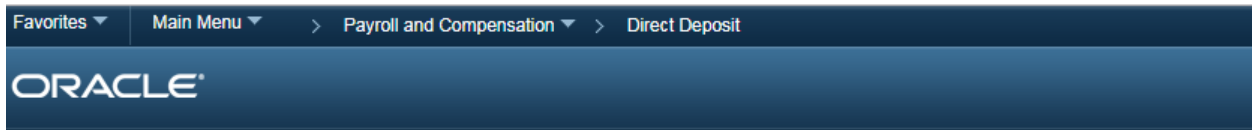
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2.) That will take you to the home screen where you will then click on Direct Deposit under Payroll and Compensation – or - click on main menu > then Payroll and Compensation > then Direct Deposit and that will also get you there



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3.) That will take you to this screen where you can edit, remove or add new accounts



Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Details							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Savings	[REDACTED]	[REDACTED]	Amount	[REDACTED]	10		
Checking	[REDACTED]	[REDACTED]	Balance of Net Pay		999		

[Pay Statement Print Option](#)

Add Account

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4.) If adding new account once you click on it, it will take you here and it will have an example to help you make sure you are selecting the right numbers for account and routing number. Deposit order is what order you want the system to process it in if you have multiple accounts. For example 1 would be process that first for flat amounts, and then the highest number you would want to be the balance of net pay account so it processes the remainder last to that account.

[Favorites](#) > [Main Menu](#) > [Payroll and Compensation](#) > [Direct Deposit](#)

ORACLE

Direct Deposit

Add Direct Deposit

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

* Required Field

[Return to Direct Deposit](#)

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Please note all changes in direct deposit have to go through the Pre-Note process with the bank so will not take effect immediately, it will take at least one pay cycle for it to go through the pre-note process

Please contact payroll at (503) 916-3302 with any questions you have.