

Quick Reference Guide:

Updating Payroll & Accounts Payable Direct Deposit Allocation in Employee Self Service

The Direct Deposit Process is now exclusively electronic. For instructions on setting up both the AP and the Payroll Direct Deposit accounts, or for making updates at any time please follow the instructions below.

For questions about this process, please contact Payroll at (757)-683-5266 or (757) 683-4337.

1. Access LeoOnline at: <http://www.leonline.odu.edu>
2. Upon entering into the system, select the **Enter LeoOnline News and Secure Area** link at the top of the page list, then scroll to the bottom of the page and click **Enter Secure Area**.
3. Login using your Midas credentials. You will then be redirected into the Employee Dashboard to access your Direct Deposit information.
4. From the Main Menu page (see below), click **Employee**:

Main Menu

The screenshot shows a list of menu items. A red arrow points to the 'Employee' link, which is highlighted in yellow. The menu items are: Personal Information, Admissions, Registration, Student Records, Graduation Information, Financial Aid, Faculty & Advisors, Employee, Finance, Proxy Access, Make a payment on account, sign up for e-Refunds and/or sign up for a Payment Plan, and Alternate Searchable Schedule.

Then **Employee Self Service** to open the Employee Dashboard:

Employee

The screenshot shows the Employee menu with three options: Time Sheet, Classic, and Employee Self Service. The 'Employee Self Service' link is highlighted in yellow and has a red arrow pointing to it. Below the link is the text 'New Employee Self Service'.

RELEASE: 8.9.1

5. Once in the Employee Dashboard, click on **Direct Deposit Information** (as highlighted in yellow.)

The screenshot shows the Employee Dashboard. A red arrow points to the 'Direct Deposit Information' link in the 'Pay Information' section, which is highlighted in yellow. The dashboard also shows 'Leave Balance as of 03/16/2025' and 'My Activities' on the right side.

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6. At the top of the page, you will notice your current Direct Deposit Allocations listed, as of your last pay date.

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
Wegiva CU INC	xxxx2815	[REDACTED]	Savings	\$500.00
Navy FCU	xxxx4874	[REDACTED]	Savings	\$50.00
Navy FCU	xxxx4874	[REDACTED]	Checking	\$100.00
Wells Fargo	xxxx5540	[REDACTED]	Checking	\$1,794.00
Total Net Pay				\$2,094.00

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Wegiva CU INC	xxxx2815	[REDACTED]	Savings	\$500.00	1	\$500.00	Active
<input type="checkbox"/> Navy FCU	xxxx4874	[REDACTED]	Savings	\$50.00	2	\$50.00	Active
<input type="checkbox"/> Navy FCU	xxxx4874	[REDACTED]	Checking	\$100.00	3	\$100.00	Active
<input type="checkbox"/> State Engl CU	xxxx7949	[REDACTED]	Savings	\$100.00	4	\$100.00	Active
<input type="checkbox"/> Wells Fargo	xxxx5540	[REDACTED]	Checking	Remaining	5	\$1,894.00	Active
Total Net Pay						\$2,094.00	

The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts.

7. The next section entitled *Proposed Pay Distribution* is where you will make changes to your Direct Deposit Information.

Please note – this can be done at any time and will your account information will be updated in real time as well!

8. **To delete an existing account**, simply click the box under Bank Name beside the account you would like to delete. The box will turn **blue** and you will notice a check mark in the box. To delete, simply click **Delete**.

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input checked="" type="checkbox"/> Wegiva CU INC	xxxx2815	[REDACTED]	Savings	\$500.00	1	\$500.00	Active
<input type="checkbox"/> Navy FCU	xxxx4874	[REDACTED]	Savings	\$50.00	2	\$50.00	Active
<input type="checkbox"/> Navy FCU	xxxx4874	[REDACTED]	Checking	\$100.00	3	\$100.00	Active
<input type="checkbox"/> State Engl CU	xxxx7949	[REDACTED]	Savings	\$100.00	4	\$100.00	Active
<input type="checkbox"/> Wells Fargo	xxxx5540	[REDACTED]	Checking	Remaining	5	\$1,894.00	Active
Total Net Pay						\$2,094.00	

You will receive a notice (*see right*) asking you if you are you sure you want to delete.... Bu clicking **Delete**, the item will be removed from your list. If you have multiple accounts the amount for the account deleted will be added to your net pay direct deposit line.

⚠ Are you sure you want to delete the selected Payroll deposits?

Cancel
Delete

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9. **To add a new account**, click **Add New** from the *Proposed Pay Distribution* section a pop-up box will appear entitled: *Add Pay Allocation – Create New*.

You will be prompted to key the new bank routing number, account number, and account type in the pop-up box. **Please make sure this information is correct!**

After entering the correct account information, you may select the amount you desire from the options listed in the pop-up box.

You must also check the box authorizing payroll to credit or debit your account before moving on.

Finally, click **Save New Deposit**.

NOTE: The *Create From Existing Account* option should only be used when setting up your Accounts Payable Direct Deposit using one of your existing payroll accounts!

The new bank information will appear under “Proposed Pay Distribution”

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
Blue Star	123456789	[Redacted]	Savings	\$200.00	1	\$200.00	Active
Blue Star	123456789	[Redacted]	Checking	\$100.00	2	\$100.00	Active
Blue Star	123456789	[Redacted]	Savings	\$100.00	1	\$100.00	Active
Green Star Bank	123456789	[Redacted]	Checking	\$25.00	5	\$25.00	Active
Blue Star	123456789	[Redacted]	Checking	Remaining	5	\$1,100.00	Active
Total Pay						\$2,000.00	

Making Changes to an Existing Account

To make changes to an existing account, select the account you wish to change from the *Proposed Pay Distribution* section. After selecting a designation, be sure to check the **Disclaimer** check box, then click **Save New Deposit**.

You may change the account type, amount, or priority:

NOTE: The payroll amount is designated as *Remaining*, *Specific*, or *Percentage* (see above).

- **Remaining** is used to deposit the amount of your paycheck after all prior allocations are deposited into the designated accounts. *You will not have the option to select a priority for “Remaining” because it will always occur last.*
- Use **Specific Amount** to deposit a designated dollar amount into an account then select the priority.
- Use the **Percentage** to designate a percentage of your pay to a specific account the select the priority.

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Setting Up your Accounts Payable Deposit

Employees can set up banking direct deposit information for their Accounts Payable transactions by completing the *Accounts Payable Deposit* Section.

NOTE: Employees can have only **one** Accounts Payable Direct Deposit Account.

The screenshot shows the 'Add Accounts Payable Deposit' form. Under 'Choose an option:', the 'Create new' radio button is selected. Below this, there are three input fields: 'Bank Routing Number', 'Account Number', and 'Account Type' (a dropdown menu). At the bottom, there is a checkbox for authorization and two buttons: 'CANCEL' and 'SAVE NEW DEPOSIT'.

This screenshot shows the 'Add Accounts Payable Deposit' form with the 'Create from existing account information' radio button selected. A dropdown menu is open, displaying a list of existing payroll direct deposit accounts with their names and account numbers.

You may select **Create From Existing** to set up your Accounts Payable Direct Deposit using one of your existing Payroll Direct Deposit Accounts. To add an Accounts Payable Deposit using **Create From Existing**, select the payroll account you wish to use from the drop-down menu and click **Save New Deposit**.

If you would rather have AP Reimbursement funds deposited into a new account, you may select **Create New** to add a new account (see below). To add a new account, select **Create New**, and follow the instructions outlined above for creating a new Payroll Direct deposit.

This screenshot is identical to the first one, showing the 'Add Accounts Payable Deposit' form with the 'Create new' radio button selected.