



Create and Update Personal Payment Methods

Overview

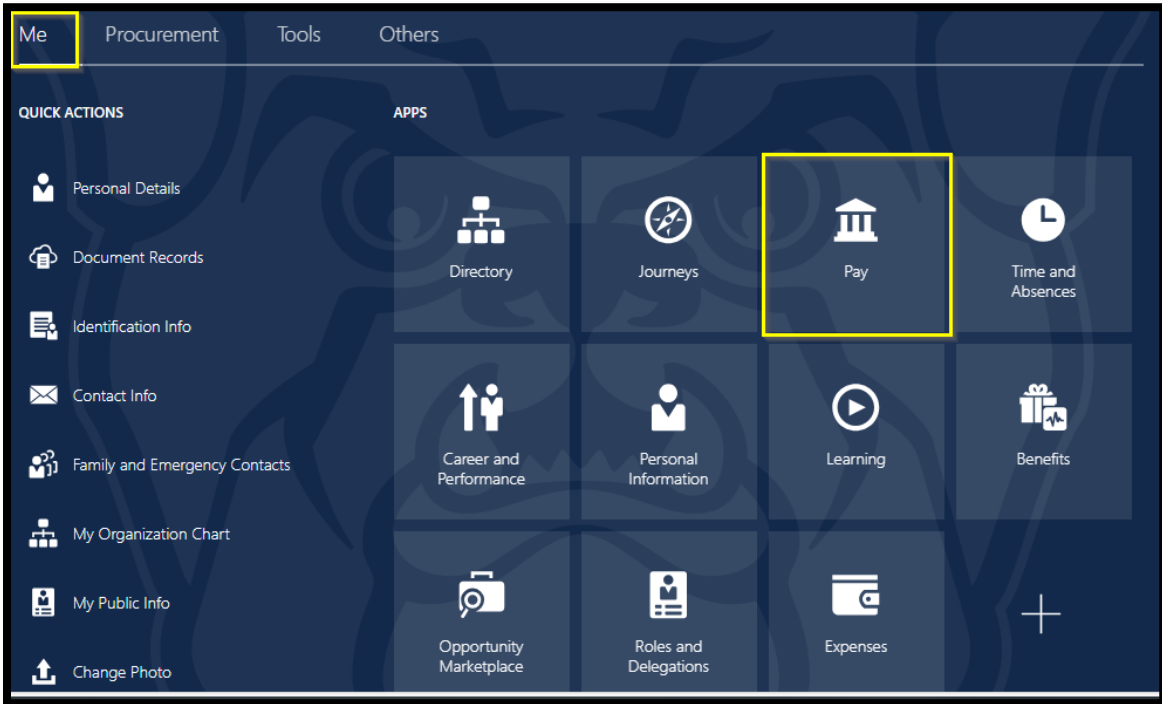
- This Job Aid is intended for new and existing employees.
- This Job Aid will cover how to create and/or update personal payment methods in Oracle Employee & Financials.
- **Oracle Guided Learning (OGL) guide available.** Refer to [Training Hub – Oracle Guided Learning](#) for information on how to access Oracle Guided Learning.

***Note:** If you choose to **not** create a personal payment method/add a bank account, you will receive a physical check instead of a direct deposit. Physical checks will be delivered to your mailing address on file.*

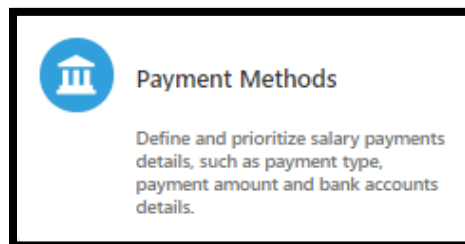


Process Steps – Creating a New Personal Payment Method

1. On the **Home Page**, under the **Me** tab, click the **Pay** tile.



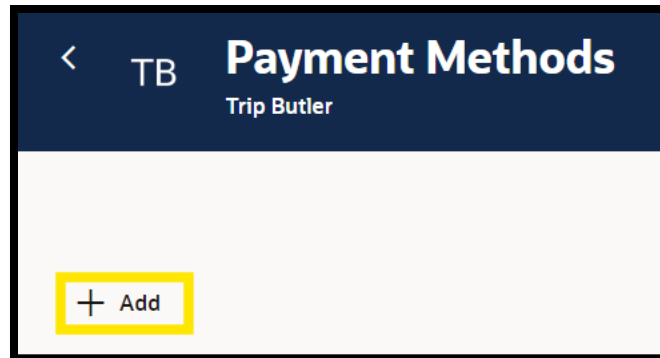
2. On the self-service page select the **Payment Methods** card.





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3. In the **Payment Methods** work area, click the **+Add** button.
4. Enter the following information (please note * = required fields):
 - a. ***What do you want to call this payment method:**
 - b. **Payment Type:** defaults to Direct Deposit
 - c. **Payment Amount or Percentage:**
 - d. Select **New** or **Existing** Account under Bank Details



- e. ***Account Number:**
 - f. ***Account Type:** Checking or Savings
 - g. ***Routing Number:**
5. After entering this information, click **Create**.

New Payment Method

Details

What do you want to call this payment method? Required Payment Type: Direct Deposit

Payment Amount: Percentage Percentage Required

Bank Details

Select an account

New Account Existing Account

Account Number Required Account Type Required

Routing Number Required

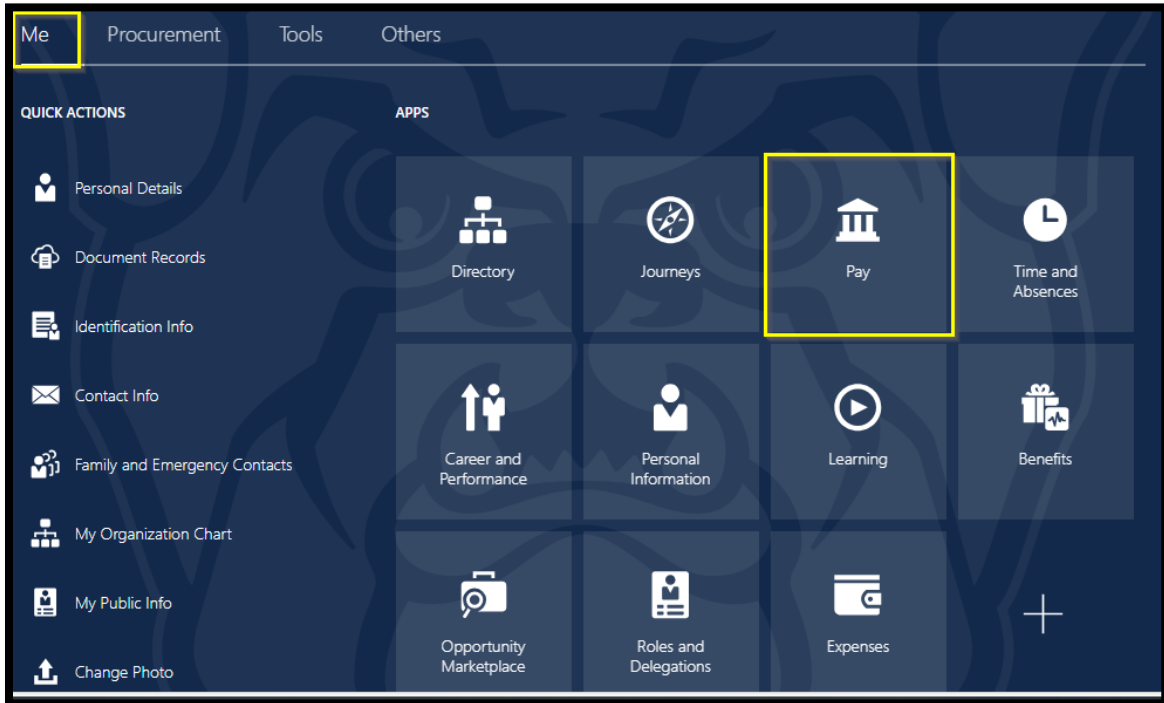
Cancel Create

If you have questions or would like assistance, go to ask.butler.edu and submit a case.

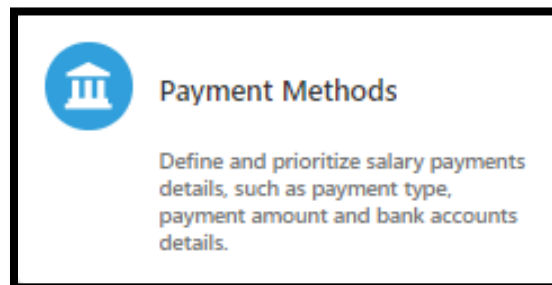


Process Steps – Updating Your Personal Payment Method(s)

1. On the **Home Page**, under the **Me** tab, click the **Pay** tile.





2. On the self-service page select the **Payment Methods** card.





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3. Click the **Pencil Icon** to edit your current personal payment method(s).

Direct Deposit
Butler ACH-1
100%
Account Number  

4. After making changes, click **Update** in the lower right corner.

If you have questions or would like assistance, go to ask.butler.edu and submit a case.