

## **Go Green! Go Paperless with Direct Deposit form, Earnings Statements, and W2**

**Once you have DUO set up, you can set up your direct deposit.**

Direct Deposit and Earnings statements:

- 1) Go to DuckWeb [User Login \(uoregon.edu\)](http://uoregon.edu) and log in using your UO ID# and your PAC
- 2) Click on “Employee Information”
- 3) Select “Employee Dashboard Application”
- 4) Select “Direct Deposit”
- 5) Select “Add New Direct Deposit”
- 6) Follow the on-screen instructions to enter your banking information, check “Payroll Deposit”, and “Accounts Payable Deposit” if desired.

Click on “Employee Information”, then select “Pay Information” then select “Earnings Statement”. Uncheck the box, under the year drop down menu, and click display to no longer receive paper earnings statements.

Note: Click on “Help” for examples on how to find your bank routing and account numbers. In general, any changes to direct deposit allocation should be made by the 18th of each month. If you have closed your bank account or made changes after this date, you will need to contact Payroll Office staff directly at 541-346-3151 immediately.

Instructions for Electronic W-2 Consent via Duckweb:

- Sign into Duckweb. [User Login \(uoregon.edu\)](http://uoregon.edu)
- Navigate to the “Employee Information” tab.
- Click “W-2 Wage and Tax Statement”.
- Click on the “Electronic Regulatory Consent” link.
- Check the “My Choice” box to consent to receive your W-2 electronically.
- Click “Submit”. A confirmation will appear towards the top of the page.

