

UAB Self Service Applications Manage Direct Deposit Account (Delete Deposit)

Utilizing the **SELF SERVICE APPLICATIONS**, a function of the Administrative Systems, employees may add/delete direct deposit information as often as necessary.

UAB Self Service Applications → Manage Direct Deposit Account

The **MANAGE PAYROLL PAYMENTS: DEFINE PAYMENTS** page indicates the direct deposit information currently on file in Payroll.

Manage Payroll Payments: Define Payments

Employee Name **Linda Smith** Employee Number **1015971**
 Organization Email Address **workflow@uab.edu** Business Group **11111111A UAB**

To setup or add a direct deposit account, "Click" ADD DEPOSIT PAYMENT. To change your current direct deposit information, "Click" the UPDATE icon. To delete an account, "Click" on the DELETE icon. Please note you must always have a remaining pay account. This account is used as the default account for the remaining pay after it is distributed to other direct deposit accounts. If you have updated your account details, "Click" CONTINUE.
 * Indicates required field

Employee Payments

*Priority	Payment Type	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
<input type="text" value="1"/>	Deposit	Savings Account	246810	Monetary	<input type="text" value="50.00"/>	US Dollar		
<input type="text" value="2"/>	Deposit	Savings Account	135792	Percentage	<input type="text" value="10.0"/>	US Dollar		
<input type="text" value="3"/>	Deposit	Checking Account	00009875431		Remaining Pay	US Dollar		

Confirmation page **MUST BE RECEIVED** for add/change/delete to update your record. Do NOT exit the system without receiving a confirmation page or the system will abandon the change.

Scenario:

Linda has determined that she does not want to continue to have \$50.00 per paycheck routed to her savings club account. She wants everything else to remain the same.

Click the delete icon beside the account to be deleted. **NOTE: If a payroll is being run, the delete icon will be shaded and not available. In order to delete the account, the employee will have to access the system at a later time.**

*Priority	Payment Type	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
<input type="text" value="1"/>	Deposit	Savings Account	246810	Monetary	<input type="text" value="50.00"/>	US Dollar		

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An updated **MANAGE PAYROLL PAYMENTS: DEFINE PAYMENTS** will load with the changes.

Manage Payroll Payments: Define Payments Cancel Continue

Employee Name **Linda Smith** Employee Number **1015971**
Organization Email Address workflow@uab.edu Business Group **11111111A UAB**

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- Indicates required field

Employee Payments

Sort By Priority Add Deposit Payment

Priority	Payment Type	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
1	Deposit	Savings Account	135792	Percentage	10.0	US Dollar		
2	Deposit	Checking Account	00009875431		Remaining Pay	US Dollar		

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Cancel Continue

Confirm that the information is correct. Select **Continue**.

Continue

NOTE: Pay special attention to the information below the EMPLOYEE PAYMENTS box.

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The **MANAGE DIRECT DEPOSIT ACCOUNT: REVIEW** screen shows all changes indicated by a blue dot.

Manage Direct Deposit Account: Review

Employee Name **Linda Smith**
 Organization Email Address workflow@uab.edu

Employee Number **1015971**
 Business Group **11111111A UAB**

Review your changes and, if needed, attach supporting documents.

● Indicates Changed Items.

	Current	Proposed
Priority	2	1 ●
Payment Type	Deposit	Deposit
Currency	US Dollar	US Dollar
Amount Type	Percentage	Percentage
Amount	10	10
Account Name	Smith, Linda	Smith, Linda
Account Type	Savings Account	Savings Account
Account Number	135792	135792
Transit Code	123456789	123456789
Bank Name	Compass Bank	Compass Bank
Bank Branch	Birmingham, AL	Birmingham, AL
	Current	Proposed
Priority	3	2 ●
Payment Type	Deposit	Deposit
Currency	US Dollar	US Dollar
Amount	Remaining Pay	Remaining Pay
Account Name	Smith, Linda	Smith, Linda
Account Type	Checking Account	Checking Account
Account Number	00009875431	00009875431
Transit Code	123456789	123456789
Bank Name	Compass Bank	Compass Bank
Bank Branch	Birmingham, AL	Birmingham, AL
	Current	Proposed
Priority	1	●
Payment Type	Deposit	●
Currency	US Dollar	●
Amount Type	Monetary	●
Amount	50	●

If the information is correct, select **Submit**.

The final page is **CONFIRMATION**. **NOTE: Until the confirmation notice is received, no changes have been saved.**

Confirmation

Your changes have been applied.

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The system will automatically generate an email notification as well.

