

UAB Self Service Applications Manage Direct Deposit Account (Initial Setup)

All employees are required to set up a direct deposit account. Utilizing the **SELF SERVICE APPLICATIONS** in the administrative systems, employees may enter and maintain this information electronically. [Click here](#) to access the: *You and UAB Handbook for Administrative, Professional, and Support Personnel*. Section 5.1 entitled, "Pay Periods and Receipt of Pay," outlines the employee's responsibility with regard to establishing a direct deposit account.

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The **MANAGE PAYROLL PAYMENTS: DEFINE PAYMENTS** page will direct a new employee to set up a direct deposit account.

If you do not complete the direct deposit information, Payroll Services will disburse one check via US mail along with the notification that if an employee's direct deposit information is not entered into the administrative system by the next payroll run, the employee's second check will be held in Payroll Services until direct deposit information is completed in the system or a Directocash pay card enrollment form is completed.

Manage Payroll Payments: Define Payments

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

Employee Number **1015971**
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

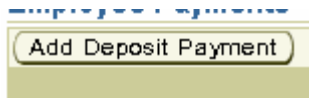
Employee Payments

<input type="button" value="Add Deposit Payment"/>								
Priority	Payment Type	Account Type	Account Number	Amount Type	*Amount	Currency	Update	Delete
If you do not complete the direct deposit information, Payroll Services will disburse one check via US mail along with the notification that a Directocash paycard will be activated for future payments until alternative banking information is provided.								

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Click on the **Add Deposit Payment** button.



On the **ADD DEPOSIT PAYMENT** page, complete all of the required fields which are those denoted by an asterisk (*).

Add Deposit Payment

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

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.

* Indicates required field

TIP This payment will be used to pay any pay remaining after all other payments have been made.

* Account Name	<input type="text" value="Smith, Linda"/>	* Transit Code	<input type="text" value="123456789"/>
* Account Type	<input type="text" value="Checking Account"/>	* Bank Name	<input type="text" value="Compass Bank"/>
* Account Number	<input type="text" value="00009875431"/>	* Bank Branch	<input type="text" value="Birmingham, AL"/>

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* Account Name This is the name that is on the bank account.

* Account Type

This is the account to which the employee's pay will be deposited.

* Account Number The bank account number is located across the bottom of the check after the transit code.

* Transit Code The transit number is exclusive to each bank. This **9-digit** number is located in the lower left hand corner of the check. The transit code is often times referred to as the routing number.

* Bank Name This is the name of the banking institution. The name can typically be found above the Memo field on the check.

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* Bank Branch

Many banking institutions have more than one location; the employee should indicate the specific branch location including city and state.

Once all information has been added, select **Apply**.

On the **MANAGE PAYROLL PAYMENTS: DEFINE PAYMENTS** page, the employee should check over the data and ensure that the information is correct.



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
1	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.

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If any information needs to be changed, select **Update**.



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

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

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.

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

Manage Direct Deposit Account: Review

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

[Cancel](#) [Printable Page](#) [Back](#) [Submit](#)

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

● Indicates Changed Items.

	Current	Proposed
Priority		1 ●
Payment Type		Deposit ●
Currency		US Dollar ●
Amount		Remaining Pay ●
Account Name		Smith, Linda ●
Account Type		Checking Account ●
Account Number		987543 ●
Transit Code		123456789 ●
Bank Name		Compass Bank ●
Bank Branch		Birmingham, AL ●

Additional Information

[Cancel](#) [Printable Page](#) [Back](#) [Submit](#)

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

[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.

