

UAB Self Service Applications: Manage Direct Deposit Account

Initial Setup

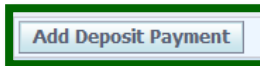
All employees are required to set up a direct deposit account. Utilizing the **Self Service Applications** in the Oracle Administrative Systems, employees may enter and maintain this information electronically. [Click here](#) to access the *You and UAB Handbook for Faculty and Staff*. Section 5.1 entitled, "Pay Periods and Receipt of Pay," outlines the employee's responsibility with regard to establishing a direct deposit account.

UAB Self Service Applications > Manage Direct Deposit Account

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 Powercash Visa debit card enrollment form is completed.

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



On the **Add Deposit Payment** page, complete all of the required fields denoted by an asterisk (*).

The **Account Name** field is the name of the employee as it appears on the bank account.

The **Account Type** field denotes the type of account to which the employee's pay will be deposited.

The **Account Number** is the employee's personal bank account number. For checking accounts, this number can be found at the bottom of the employee's personal checks following the transit code.

The **Transit Code** is a number exclusive to each bank. This 9-digit number is located in the lower left hand corner of the employees's personal checks. The transit code is often time referred to as the routing number.

The **Bank Name** should be populated with the name of the employee's banking institution. The name can typically be found above the Memo field on the employee's personal checks.

Many banking institutions have more than one location; the employee should indicate the specific branch location in the **Bank Branch** field, including city and state.

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

On the **Manage Payroll Payments: Define Payments** page, the employee should review the data and ensure the information entered is correct.

Manage Payroll Payments: Define Payments

Employee Name Example, Employee Employee Number 1234567
Organization Email Address 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	000009875431		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.

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

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

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 indicates any change with a blue dot.

Manage Direct Deposit Account: Review

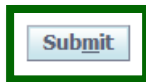
Employee Name **Example, Employee** Employee Number **1234567**
Organization Email Address Business Group **11111111A UAB**

Indicates Changed Items.

	Current	Proposed
Priority		1 <input type="radio"/>
Payment Type		Deposit <input type="radio"/>
Currency		US Dollar <input type="radio"/>
Amount		Remaining Pay <input type="radio"/>
Account Name		Example, Employee <input type="radio"/>
Account Type		Checking Account <input type="radio"/>
Account Number		000009875431 <input type="radio"/>
Transit Code		062000080 <input type="radio"/>
Bank Name		Wells Fargo Bank <input type="radio"/>
Bank Branch		Birmingham, AL <input type="radio"/>

Please review changes. Click "Submit" to process.
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.

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



The final page is the **Confirmation** page.

NOTE: Until the confirmation notice is received, no changes have been saved.

Confirmation

Your changes have been applied.

Home Logout Help

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The system will automatically generate an email notification as well.

Mon 6/22/2015 8:58 AM
redflag@uab.edu
Oracle Direct Deposit Change

To: Employee@uab.edu
UAB RedFlag Alert #413

This email is to inform you that your **Direct Deposit** information has been updated via Self Service.

If you did not initiate this change, please contact the UAB RedFlag Notification Center at (205) 934-6081 or via email at redflag@uab.edu. **You will need UAB RedFlag Alert number 413.**

This email was generated automatically by the HR/Payroll system.