

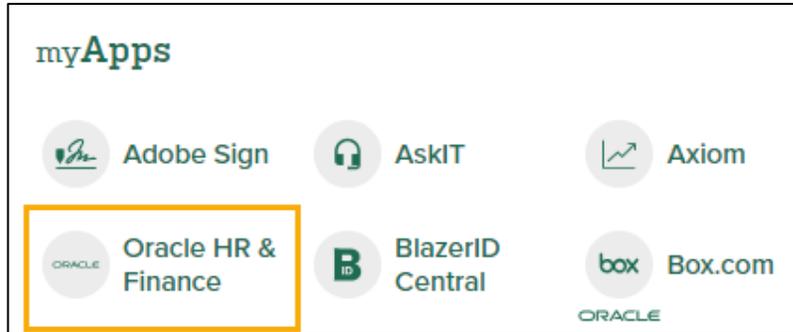
All UAB employees are required to set up a direct deposit account. Employees may enter and maintain their direct deposit information via the Oracle Self Service Applications responsibility.

<u>LOGGING IN</u>	<u>INITIAL DIRECT DEPOSIT SETUP</u>	<u>ADD MULTIPLE DEPOSIT ACCOUNTS</u>	<u>UPDATE DEPOSIT ACCOUNT</u>	<u>DELETE DEPOSIT ACCOUNT</u>
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LOGGING IN

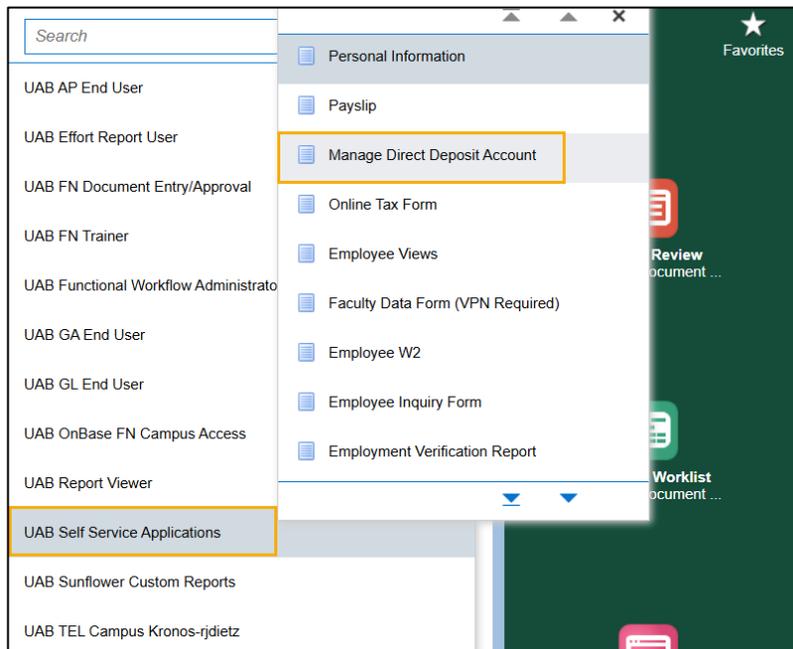
To log in to
Oracle HR & Finance

- Navigate to the [myUAB portal](#).
- Click **Oracle HR & Finance**.



Navigate to Manage Direct Deposit Account

- Click the **3-lined navigation button** in the top left of the Oracle homepage.
- Choose **UAB Self Service Applications**.
- Then select **Manage Direct Deposit Account**.



INITIAL DIRECT DEPOSIT SETUP

On the Manage Payroll Payments: Define Payments page

- Click **Add Deposit Payment**.

Enter **Account Name**

- Create a nickname for the account, such as "Blaze Checking."

Select **Account Type**

- **Checking** Account
- **Savings** Account

Enter the **Account Number**

- Type only numbers in this field.

Enter the 9-digit
Transit Code
(Routing Number)

- Can be found in the bottom left corner of a personal check, on your bank statement, or through bank's online portal or mobile app.

Add Deposit Payment Cancel Add Another Apply

Employee Name Employee Number
 Organization Email Address Business Group

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

Payment Method NACHA International ACH Transaction (IAT) ⓘ

* Account Name * Transit Code
 * Account Type * Bank Name
 * Account Number * Bank Branch

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.

Enter the Bank
information

- **Bank Name**
- **Bank Branch** location (city and state)

Add Deposit Payment Cancel Add Another Apply

Employee Name Employee Number
 Organization Email Address Business Group

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

Payment Method NACHA International ACH Transaction (IAT) ⓘ

* Account Name * Transit Code
 * Account Type * Bank Name
 * Account Number * Bank Branch

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.

Click **Apply** in the
upper left corner.

Add Deposit Payment Cancel Add Another Apply

Employee Name Employee Number
 Organization Email Address Business Group

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

Payment Method NACHA International ACH Transaction (IAT) ⓘ

* Account Name * Transit Code
 * Account Type * Bank Name
 * Account Number * Bank Branch

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.

Review the information on the Manage Payroll Payments: Define Payments page

- Click **Continue** if the information is correct.

Manage Payroll Payments: Define Payments

Employee Name [] Employee Number []
 Organization Email Address [] Business Group []

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. "Click" CONTINUE.

* Indicates required field

Employee Payments for Next Payroll Period

Priority	Payment Type	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
1	Deposit	Checking Account	999999999		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.

Review the information on the Manage Direct Deposit Account: Review screen

- Changes are indicated by a blue dot.
- Click **Submit** if the information is correct.

Manage Direct Deposit Account: Review

Employee Name [] Employee Number []
 Organization Email Address [] Business Group []

Indicates Changed Items

Payroll Payments

	Current	Proposed
Priority		1
Payment Type		Deposit
Currency		US Dollar
Amount Type		Percentage
Amount		10
Account Name		Savings
Account Type		Savings Account
Account Number		[]
Transit Code		[]
Bank Name		Regions
Bank Branch		Birmingham, AL

A **Confirmation** message will appear

- Do not exit the system until you see the confirmation message.

Confirmation

Your changes have been applied.

[Home](#)

Note: If you have more than one assignment at UAB, you **must** add your direct deposit account separately for each assignment.

ADD MULTIPLE DEPOSIT ACCOUNTS

On the Manage Payroll Payments: Define Payments page

- Click **Add Deposit Payment**.

Manage Payroll Payments: Define Payments Cancel Continue

Employee Name Employee Number
 Organization Email Address Business Group

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 for Next Payroll Period

Add Deposit Payment

Priority	Payment Type	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
1	Deposit	Checking Account	999999999		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.

Select the desired **Amount Type** to be deposited into this account:

- Choose **Percentage** to specify a percentage of your paycheck.
- Choose **Monetary** to specify a dollar amount of your paycheck.

Add Deposit Payment Cancel Add Another Apply

Employee Name Employee Number
 Organization Email Address Business Group

* Indicates required field

Payment Method NACHA International ACH Transaction (IAT)

Currency US Dollar

Amount Type **Percentage**

* Amount **Monetary**

* Account Name

* Account Type

* Account Number

* Transit Code

* Bank Name

* Bank Branch

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.

Enter the **Amount** of the desired deposit

- If you chose **Amount Type: Percentage**, enter a **percentage** of your paycheck to be deposited.
- If you chose **Amount Type: Monetary**, enter a **dollar amount** of your paycheck to be deposited.

Add Deposit Payment Cancel Add Another Apply

Employee Name Employee Number
 Organization Email Address Business Group

* Indicates required field

Payment Method NACHA International ACH Transaction (IAT)

Currency US Dollar

Amount Type **Monetary**

* Amount **0.0**

* Account Name

* Account Type

* Account Number

* Transit Code

* Bank Name

* Bank Branch

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.

Complete the remaining steps per the [Initial Direct Deposit Setup instructions](#) above

- When setting up multiple accounts, you must always have a “Remaining Pay” account.
- Oracle assumes that the first account entered is the “Remaining Pay” account.

Add Deposit Payment

Cancel Add Another Apply

Employee Name [Redacted] Employee Number [Redacted]
 Organization Email Address [Redacted] Business Group [Redacted]

* Indicates required field

Payment Method NACHA International ACH Transaction (IAT) ⓘ

Currency US Dollar

Amount Type Monetary

* Amount 0.0

* Account Name [Redacted]

* Account Type [Redacted]

* Account Number [Redacted]

* Transit Code [Redacted]

* Bank Name [Redacted]

* Bank Branch [Redacted]

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.

Note: Regardless of the number of deposit accounts on file in Oracle, employee or trainee expense reimbursement payments and manual wire payments will always be deposited into the account identified as “Remaining Pay”.

UPDATE DEPOSIT ACCOUNT

On the Manage Payroll Payments: Define Payments page

- Click the pencil icon in the **Update** column for the account you would like to update.

Manage Payroll Payments: Define Payments

Cancel Continue

Employee Name [Redacted] Employee Number [Redacted]
 Organization Email Address [Redacted] Business Group [Redacted]

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 for Next Payroll Period

Sort By Priority Add Deposit Payment

Priority	Payment Type	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
1	Deposit	Savings Account	5555555555	Percentage	10.0	US Dollar		
2	Deposit	Checking Account	999999999		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.

On the Update Deposit Payment page

- Make desired changes.
- Click **Apply**.

Update Deposit Payment

Cancel Apply

Employee Name [Redacted] Employee Number [Redacted]
 Organization Email Address [Redacted] Business Group [Redacted]

* Indicates required field

TIP

Payment Method NACHA International ACH Transaction (IAT) ⓘ

* Account Name [Redacted]

* Account Type Checking Account

* Account Number 999999999

* Transit Code 999999999

* Bank Name Regions

* Bank Branch Birmingham, AL

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.

Review the information on the **Manage Payroll Payments: Define Payments** page

- Click **Continue** if the information is correct.

Review the information on the **Manage Direct Deposit Account: Review** screen

- Changes are indicated by a blue dot.
- Click **Submit** if the information is correct.

A **Confirmation** message will appear

- Do not exit the system until you see the confirmation message.

DELETE DEPOSIT ACCOUNT

On the **Manage Payroll Payments: Define Payments** page

- Click the trashcan icon in the **Delete** icon.

- Click **Continue**.

Manage Payroll Payments: Define Payments

Cancel Continue

Employee Name Employee Number
 Organization Email Address Business Group

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 for Next Payroll Period

Add Deposit Payment

Priority	Payment Type	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
<small>If you do not complete the direct deposit information, Payroll Services will disburse one check via US mail.</small>								

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.

Review the information on the Manage Direct Deposit Account: Review screen

- Changes are indicated by a blue dot.
- Click **Submit** if the information is correct.

Manage Direct Deposit Account: Review

Cancel Back Submit

Employee Name Employee Number
 Organization Email Address Business Group

• Indicates Changed Items.

Payroll Payments

	Current	Proposed
Priority	1	•
Payment Type	Deposit	•
Currency	US Dollar	•
Amount	Remaining Pay	•
Account Name	<input type="text"/>	•
Account Type	Checking Account	•
Account Number	999999999	•
Transit Code	999999999	•
Bank Name	Regions	•
Bank Branch	Birmingham, AL	•

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.

A **Confirmation** message will appear

- Do not exit the system until you see the confirmation message.

Confirmation

Your changes have been applied.

Home