Log in to Oracle HR & Finance
  • Go to myUAB
  • Locate and click Oracle HR & Finance

Open the Oracle Navigator
  • Click on the 3-lined “Hamburger” icon in the top left corner

Navigate to Manage Direct Deposit Account via UAB Self Service Application
  • Click on UAB Self Service Applications
  • Select Manage Direct Deposit Account
Click on the **Add Deposit Payment** button

Click on the **down arrow** and select an **Amount Type**
- **Percentage** of pay each pay period into a specific account
- **Monetary** allocates a specific dollar amount into a specific account

Enter the **Amount** of the desired deposit
Enter **Account Name** and **Account Type**

If funds are being deposited into an overseas bank account, place a check mark for **International ACH Transaction (IAT)**

Complete all required fields

Click on the **Apply** button
To add another account, click on the Add Deposit Payment button
• Repeat Add Deposit Payment steps

To continue, click on the Continue button
Changes are indicated with a blue dot
- Click **Submit** if the information is correct

Final confirmation will be sent
- Do not exit system without receiving confirmation

The system will automatically generate an email notification
- **No action is required**