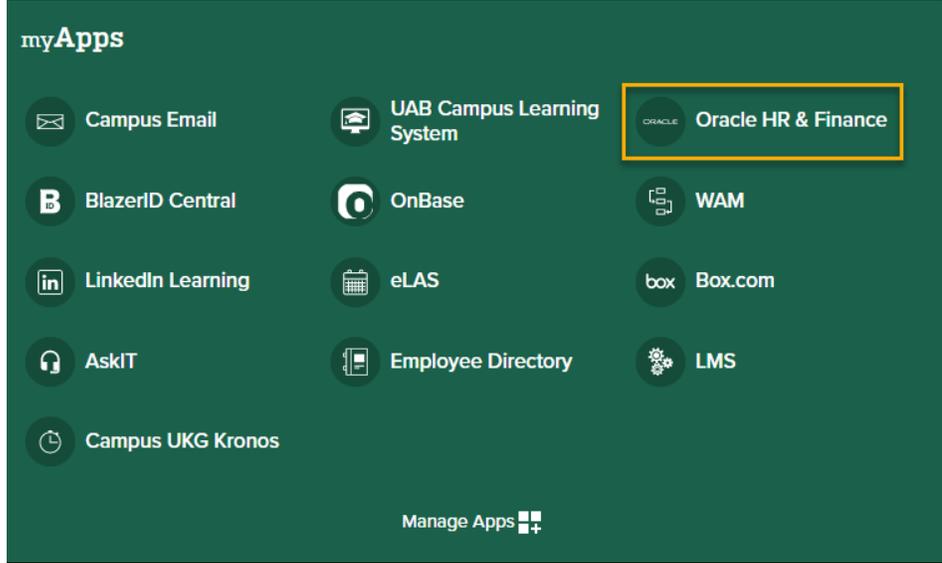


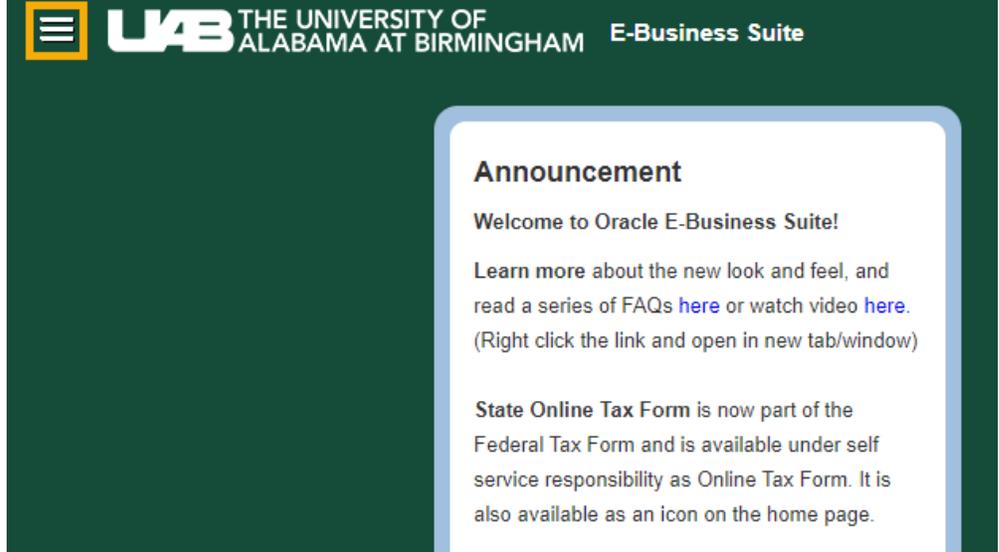
### Log in to Oracle HR & Finance

- Navigate to **myUAB**
- Locate and click **Oracle HR & Finance**



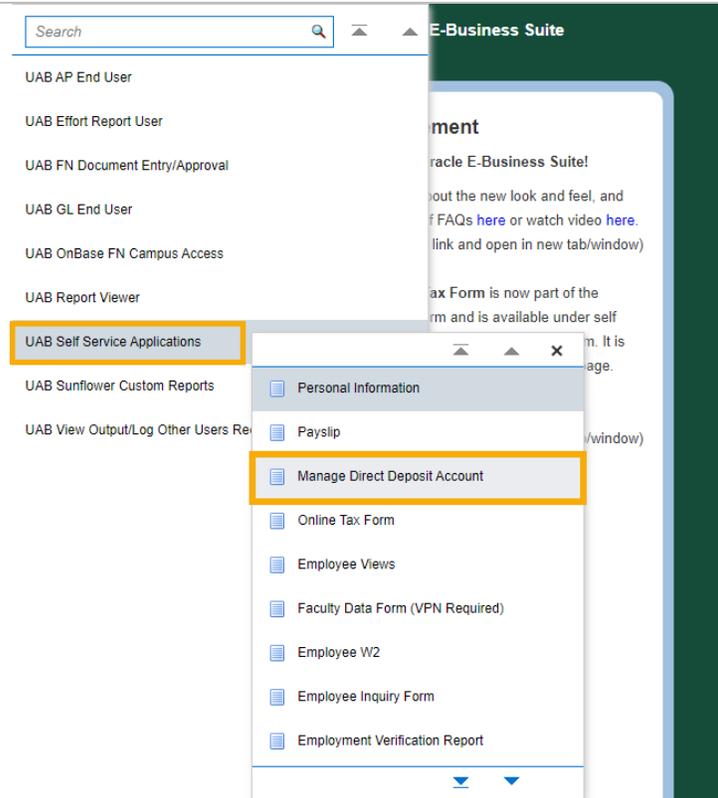
### Open the Oracle Navigator

- Click on the **3-lined "Hamburger"** icon in the top left corner



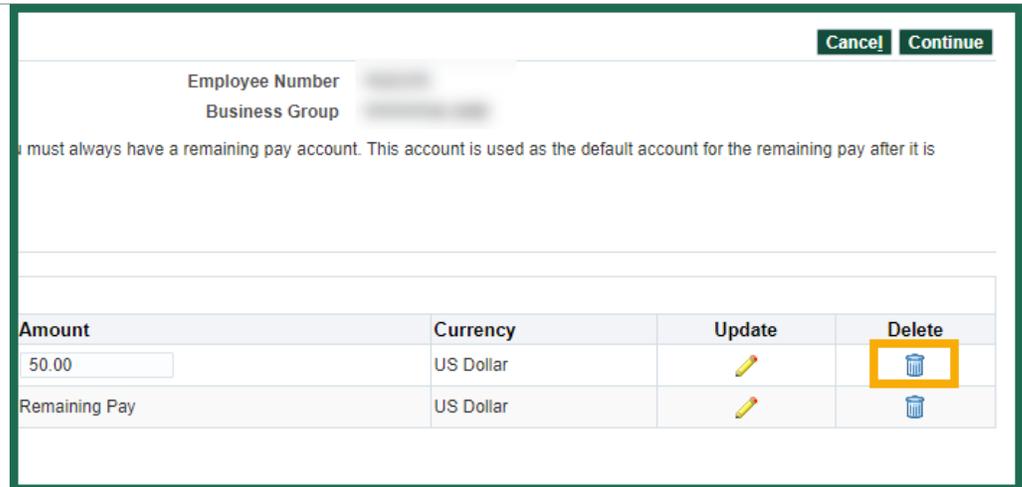
Navigate to **Mange Direct Deposit Account** via UAB Self Service Applications

- Select **UAB Self Service Applications**
- Select **Manage Direct Deposit Account**



Select the **Delete icon** (garbage can) beside the account to be deleted

- *If a payroll is being run, the delete icon will be shaded and not available*



Click on the **Continue** button

Amount	Currency	Update	Delete
50.00	US Dollar		
Remaining Pay	US Dollar		

The **Review** screen indicates any changes made with a blue dot

- Click the **Submit** button if information is correct

The system will send confirmation

- *If confirmation is not received, the information has not been saved*

This system will automatically generate an email notification

- No action is required



redflag@uab.edu

Oracle Direct Deposit Change

UAB RedFlag Alert

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](mailto:redflag@uab.edu).

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