

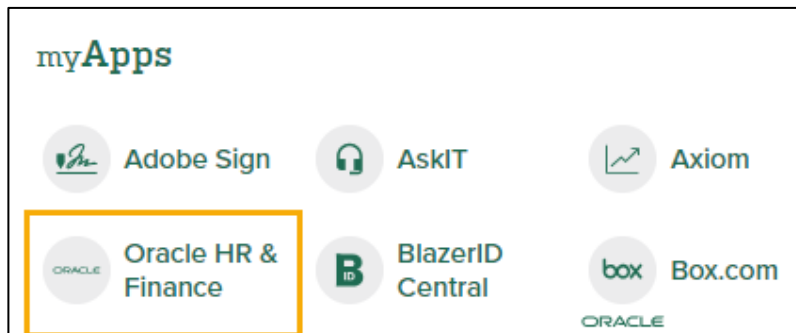
All UAB employees are required to set up a direct deposit account. Employees may enter and maintain their direct deposit information via the Oracle Self Service Applications responsibility.

<a href="#"><u>LOGGING IN</u></a>	<a href="#"><u>INITIAL DIRECT DEPOSIT SETUP</u></a>	<a href="#"><u>ADD MULTIPLE DEPOSIT ACCOUNTS</u></a>	<a href="#"><u>UPDATE DEPOSIT ACCOUNT</u></a>	<a href="#"><u>DELETE DEPOSIT ACCOUNT</u></a>
-----------------------------------	---	--	---	---

### LOGGING IN

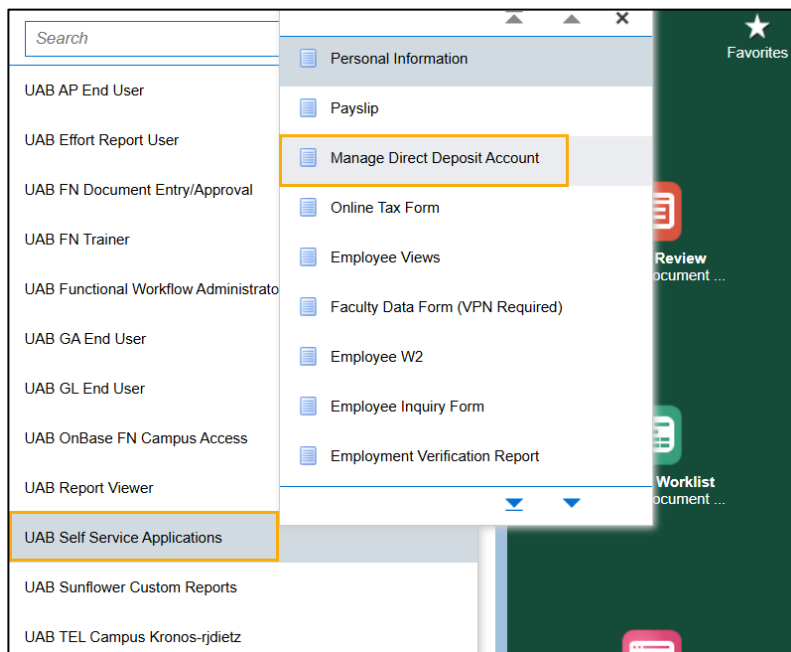
To log in to  
**Oracle HR & Finance**

- 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**.

**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
If you do not complete the direct deposit information, Payroll Services will disburse one check via US mail.								

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 **Account Name**

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

**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) i

\* 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.

Select **Account Type**

- Checking Account
- Savings Account

**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) i

\* 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 **Account Number**

- Type only numbers in this field.

**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) i

\* 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 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
Organization Email Address
Employee Number
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
\* 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 Bank  
information

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

Add Deposit Payment
Cancel
Add Another
Apply

Employee Name
Organization Email Address
Employee Number
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
\* 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.

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

Add Deposit Payment
Cancel
Add Another
Apply

Employee Name
Organization Email Address
Employee Number
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 Blaze Checking
\* Account Type Checking Account
\* Account Number 5555555555

\* Transit Code 123456789
\* Bank Name My Bank's Name
\* 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.

**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. 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.

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

\* 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

\* 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.

### 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.

On the Update Deposit Payment page

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

### 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.

**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”.

### 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

[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.

### Update Deposit Payment

[Cancel](#)
[Apply](#)

Employee Name

Employee Number

Organization Email Address

Business Group

\* Indicates required field

✓ TIP

Payment Method

NACHA

☐ International ACH Transaction (IAT) ⓘ

\* Account Name

\* 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.

**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**

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	9999999999		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** 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 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

### DELETE DEPOSIT ACCOUNT

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

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

**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	9999999999		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.

- 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
If you do not complete the direct deposit information, Payroll Services will disburse one check via US mail.								

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		•
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