

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.

LOGGING IN	INITIAL DIRECT DEPOSIT SETUP	ADD <u>C</u> AC	MULTIPLE DEPOSIT CCOUNTS	UPDATE ACCO	DEPOSIT DUNT	<u>DELETE</u> ACC	<u>DEPOSIT</u> OUNT
LOGGING IN To log in to Oracle HR & Finance • Navigate to the <u>myUAB</u> portal. • Click Oracle HR & Finance.	myApps Adobe	Sign HR & e	Aski Blaze Cent	T erID iral		kiom ox.com	
 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. 	Search UAB AP End User UAB Effort Report User UAB FN Document Entry/Ap UAB FN Trainer UAB FN Trainer UAB Functional Workflow Ac UAB GA End User UAB GL End User UAB OnBase FN Campus Ac UAB Self Service Application UAB Sunflower Custom Rep	oproval dministrato ccess ns	 Personal Information Payslip Manage Direct Deption Online Tax Form Employee Views Faculty Data Form Employee W2 Employee Inquiry F Employment Verification 	on bosit Account (VPN Required) Form cation Report	X Revier ocume	w ent	



	Manage Payroll Payments: Define Payments Cancel Continue								
DEPOSIT SETUP	Employee Name			E	Employee Nur	nber			
On the Manage Payroll Payments:	Organization Email Address To setup or add a direct deposit account, "Click" ADD icon. To delete an account, "Click" on the DELETE ico	DEPOSIT PA n. Please not	YMENT. To ch e you must alv	ange your cur vays have a re	Business G rent direct dep maining pay a	roup osit informa ccount. Thi:	tion. "Click" s account is	the UPDATE used as the	
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page	Employe ayments for Next Payroll I	Period							
Click Add Deposit	Add Deposit Payment								
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-	If you do not complete the direct deposit information	Туре	Туре	Number	Туре	Amount	currency	opuate Delete	
	Payroll Services will disburse one check via US mail.								
	Confirmation page MUST BE RECEIVED for add/cf confirmation page or the system will abandon the	aange/delete change.	to update yo	ur record. Do	NOT exit the	system wit	thout receiv	ring a	
Enter Account Name	Add Deposit Payment					Canc	e <u>i</u> Add A	nother Apply	
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nickname for the	Organization Email Address				Business (iroup			
account, such as	Indicates required field	aining after al	other payme	nts have been	made.				
"Blaze Checking."	Payment Method NACHA			Internationa	I ACH Transa	tion (IAT)			
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	* Account Number		*	Bank Branc	e h				
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Checking	Employee Name				Employee N	Imber			
Account	Organization Email Address				Business	Group			
Savings Account	 Indicates required field TIP This payment will be used to pay any pa	maining after	all other pay	ments have be	een made.				
• Savings Account	Payment Method NACH	-	C	Internation	al ACH Trans	action (IAT)	1		
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Enter the Account Number • Type only numbers in this	* Account Type * Account Number Confirmation page MUS Confirmation page or the Savings Account dd Savings Account th Add Deposit Payment Employee Name Organization Email Address * Indicates required field © TIP This payment Wethod NACHA	/change/dele re change.	* s	Transit Code ⁶ Bank Name Bank Branch your record	Employee Nu Business C made.	Canc mber iroup	m without	nother Apply	
Enter the Account Number • Type only numbers in this field.	* Account Type * Account Number Confirmation page MUS confirmation page or th Savings Account dd Savings Account t # Add Deposit Payment Employee Name Organization Email Address * Indicates required field @TIP This payment will be used to pay any pay rema Payment Method NACHA * Account Name	/change/dela ne change.	* * * * * * * * * * * * * * * * * * *	Transit Code [®] Bank Name Bank Branch your record nts have been I Internationa [®] Transit Cod	Employee Nu Business C made.	Canc mber group	m without	nother Apply	
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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 Employee Name Organization Email Address * Indicates required field © TIP This payment will be used to pay any pay remaining after all Payment Method NACHA * Account Name * Account Type * Account Number Confirmation page MUST BE RECEIVED for add/change/delete confirmation page or the system will abandon the change.	Cancel Add Another Apply Employee Number Business Group
 Enter the Bank information Bank Name Bank Branch location (city and state) 	Add Deposit Payment Employee Name Organization Email Address * Indicates required field @ TIP This payment will be used to pay any pay remaining after all Payment Method NACHA * Account Name * Account Type * Account Number Confirmation page MUST BE RECEIVED for add/change/delete confirmation page or the system will abandon the change.	Cancel Add Another Apply Employee Number Business Group • • other payments have been made. • • International ACH Transaction (IAT) • • * Transit Code • • * Bank Name • • * Bank Branch • • to update your record. Do NOT exit the system without receiving a •
Click Apply in the upper left corner.	Add Deposit Payment Employee Name Organization Email Address * Indicates required field © TIP This payment will be used to pay any pay remaining after all of Payment Method NACHA * Account Name Blaze Checking * Account Type Checking Account v * Account Number 5555555555 Confirmation page MUST BE RECEIVED for add/change/delete to confirmation page or the system will abandon the change.	Cancel Add Another Apply Employee Number Business Group ther payments have been made. International ACH Transaction (IAT) Transit Code 123456789 * Bank Name My Bank's Name * Bank Branch Birmingham, AL o update your record. Do NOT exit the system without receiving a



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confirmation message.	Note: If you had direct deposit	ave more th account sep	an one assign parately for e	nment at l each assigr	JAB, you <u>I</u> nment.	<u>must</u> ac	ld you	r	



ADD MULTIPLE	Manage Payroll Payments: Define Payments								
DEPOSIT ACCOUNTS	Manage Payroll Payments: Define Payments Cancel Continue								
On the Manage	Employee Name Employee Number Organization Email Address Business Group								
Payroll Payments: Define Payments page	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" Indicates equired field Employ: Payments for Next Payroll Period								
Click Add Deposit	Add Deposit Payment								
Payment.	Priority Payment Type Account Type Account Number Amount Type Amount Currency Update Delet								
	1 Deposit Checking Account 999999999 Remaining Pay US Dollar 🥜 🧊								
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Select the desired	Add Deposit Payment Cancel Add Another Apply								
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Amount Type:									
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to be deposited.									



Complete the remaining steps per the <u>Initial Direct</u> <u>Deposit Setup</u> 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

Employee Payments for Next Payroll Period

Account Type

Savings Account

Checking Account

Sort By Priority Add Deposit Payment

Deposit

Deposit

Priority

1

2

Payment Type

 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 i dynient	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	* Account Number
Amount Type Monetary	* Transit Code
*Amount O d	* Bank Name
* Account Namo	* Bank Branch
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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

Amount

Remaining Pay

10.0

Account Number

555555555555

9999999999

Delete

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Update

1

Currency

US Dollar

US Dollar



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 Organization Email Address To setup or add a direct deposit account. "Click' ADD DEPOSIT PAYMENT. To change your current direct deposit in DELETE icon. Please note you must always have a remaining pay account. This account is used as the default accor you have updeted your accound defails. "Click' CONTINUE." indicates required field Employee Payments for Next Payroll Period Soft By Priority Add Deposit Payment Priority Payment Type Account Type Account Number Amount Type 1 Deposit Savings Account 999999999 Percentage v 2 Deposit Checking Account 9999999999 Percentage v 2 Deposit Checking Account 9999999999 Confirmation page MUST BE RECEIVED for add/change/delete to update your record. Do NOT exit the systechange.	Employee Number Business Group Cancel Continue ormation. "Click" the UPDATE icon. To delete an account. "Click" on the unt for the remaining pay after it is distributed to other direct deposit accounts. If Amount Currency Update Delete 10.0 US Dollar Image: Continue Remaining Pay US Dollar Image: Continue m without receiving a confirmation page or the system will abandon the
Review the information on the Manage Direct Deposit Account: Review screen	Manage Direct Deposit Account: Review Employee Name Organization Email Address Payroll Payments	Cancel Back Submit Employee Number Business Group
 Changes are indicated by a blue dot. Click Submit if the information is 	Current Priority Payment Type Currency Amount Type Amount Type Account Name Account Name Account Name	Proposed 1 Deposit US Dolar Percentage 10 Savings Savings Account 5
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 A Confirmation message will appear Do not exit the system until you see the confirmation message. 	Confirmation Your changes have been applied.	Home
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On the Manage Payroll Payments: Define Payments page	Organization Email Address To setup or add a direct deposit account, "Click" ADD DEPOSIT PAYMENT. To change icon. To delete an account, "Click" and the DELETE icon. Please note you must always I default account for the remaining pay after it is distributed to other direct deposit account CONTINUE. * Indicates required field Employee Payments for Next Payroll Period	Business Group your current direct deposit information. "Click" the UPDATE have a remaining pay account. This account is used as the its. If you have updated your account details. "Click"
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icon.	1 Deposit Checking Account 999999999 Confirmation page MUST BE RECEIVED for add/change/delete to update your reconfirmation page or the system will abandon the change. Second S	Remaining Pay US Dollar 🥜 🗊



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