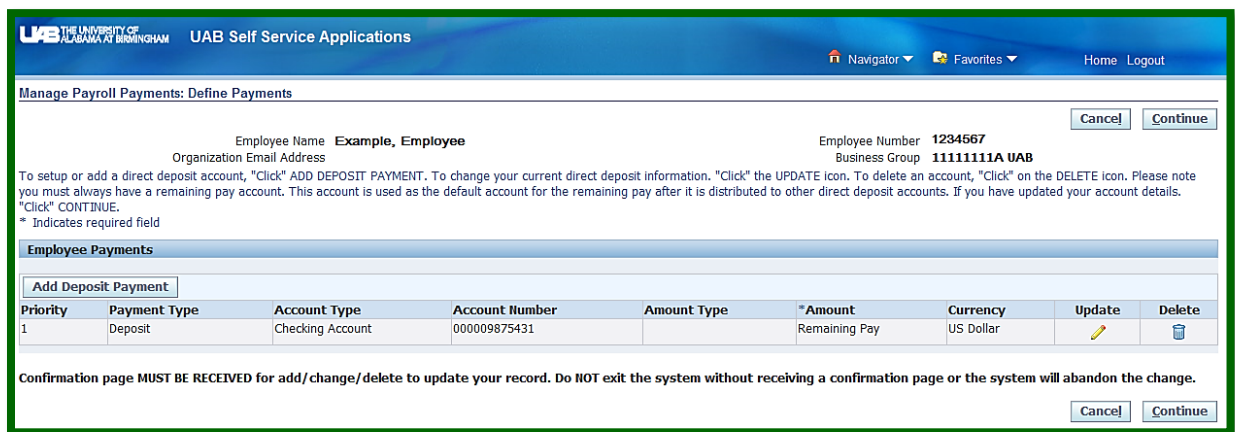## UAB Self Service Applications: Manage Direct Deposit Account

Update Deposit

Utilizing the **Self Service Applications**, a function of the Administrative Systems, employees may update direct deposit information as often as necessary.
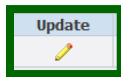

UAB Self Service Applications > Manage Direct Deposit Account

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The **Manage Payroll Payments: Define Payments** page indicates the direct deposit information currently on file in Payroll
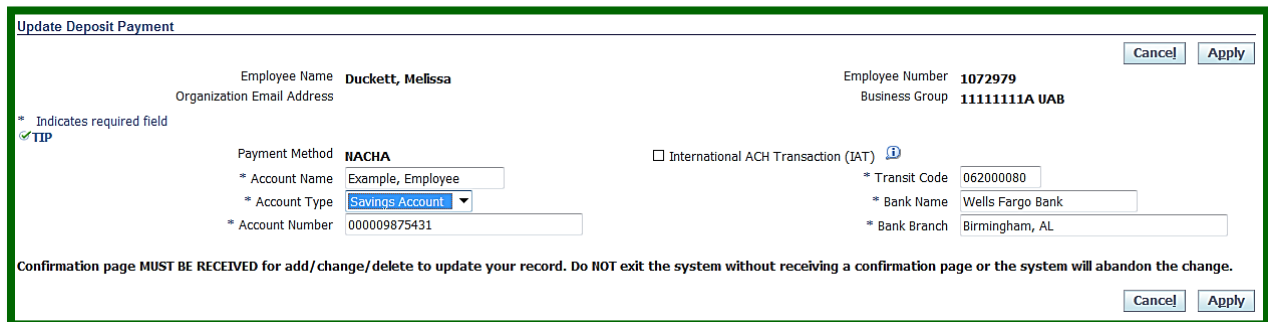

Select **Update** to make changes.

The current information will be displayed on the **Update Deposit Payment** page. The employee may make changes. In this demonstration, the employee has elected to change the account type from Checking Account to Savings Account.

Once the change is made, select **Apply**.

The **Manage Payroll Payments: Define Payments** page will load. The employee should review the data and ensure that the information is correct.

If the information is correct, select **Continue.**
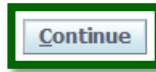
NOTE: Pay special attention to the information below the Employee Payments box.

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.

The **Manage Direct Deposit Account: Review** screen indicates any change with a blue dot.

If the information is correct, select **Submit**.
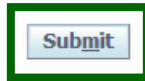
The final page is the **Confirmation** page.

NOTE: Until the confirmation notice is received, no changes have been saved.
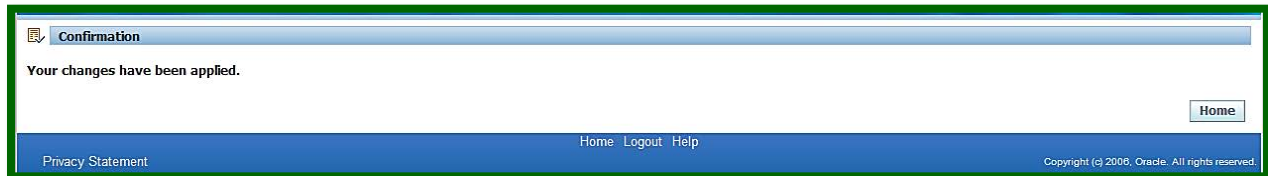
The system will automatically generate an email notification as well.