

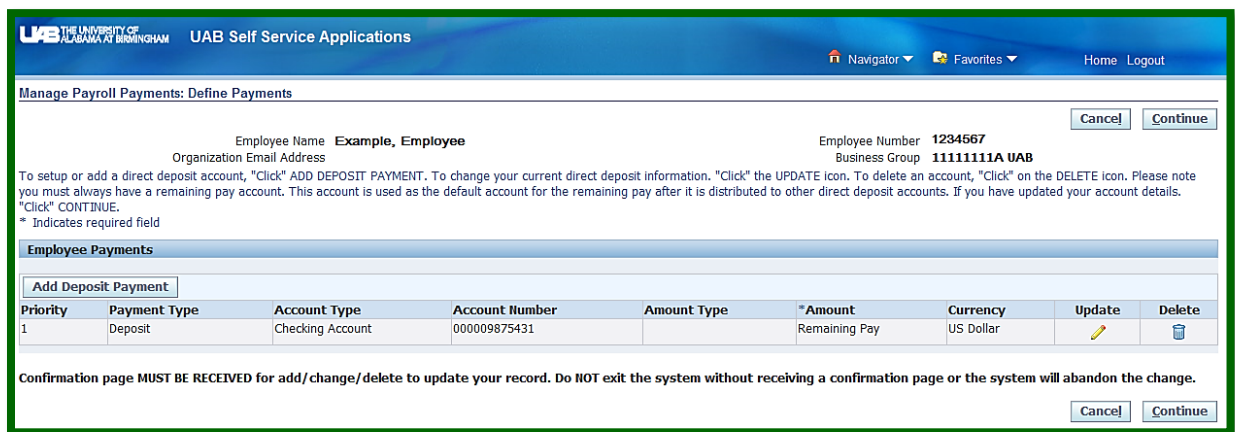
UAB Self Service Applications: Manage Direct Deposit Account

Update Deposit

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

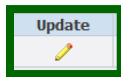
UAB Self Service Applications > Manage Direct Deposit Account

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

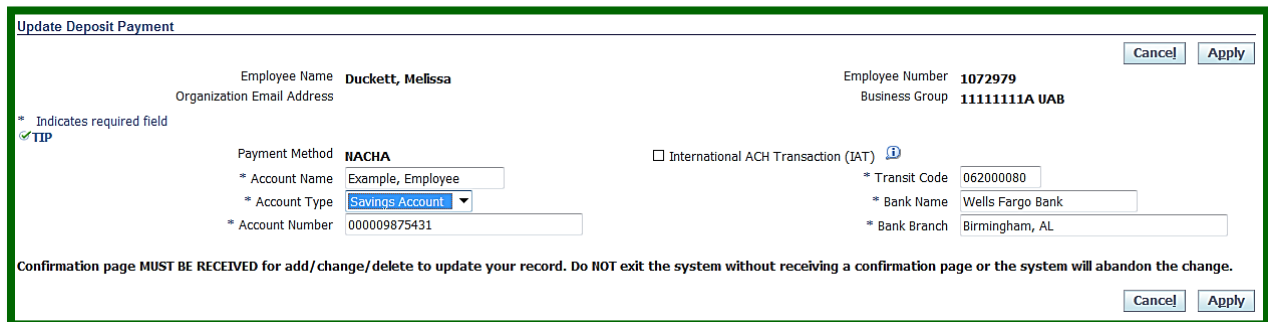


The screenshot shows the 'Manage Payroll Payments: Define Payments' page. At the top, it displays the UAB logo and navigation options. The page title is 'Manage Payroll Payments: Define Payments'. Below the title, there are fields for 'Employee Name' (Example, Employee), 'Employee Number' (1234567), and 'Business Group' (11111111A UAB). A 'Cancel' button and a 'Continue' button are visible. A message states: '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'. Below this is a table titled 'Employee Payments' with columns: Priority, Payment Type, Account Type, Account Number, Amount Type, Amount, Currency, Update, and Delete. The table contains one row with Priority 1, Payment Type Deposit, Account Type Checking Account, Account Number 000009875431, Amount Type Remaining Pay, and Currency US Dollar. The 'Update' column has a pencil icon, and the 'Delete' column has a trash can icon. At the bottom, there is a confirmation message: '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.' and 'Cancel' and 'Continue' buttons.

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.



The screenshot shows the 'Update Deposit Payment' page. It displays the employee's name 'Duckett, Melissa', Employee Number '1072979', and Business Group '11111111A UAB'. There are 'Cancel' and 'Apply' buttons. A message states: '* Indicates required field'. Below this, there are fields for 'Payment Method' (RACHA), 'Account Name' (Example, Employee), 'Account Type' (Savings Account), and 'Account Number' (000009875431). There is also a checkbox for 'International ACH Transaction (IAT)'. Other fields include 'Transit Code' (062000080), 'Bank Name' (Wells Fargo Bank), and 'Bank Branch' (Birmingham, AL). At the bottom, there is a confirmation message: '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.' and 'Cancel' and 'Apply' buttons.

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.

Manage Payroll Payments: Define Payments

Employee Name **Example, Employee** Employee Number **1234567**

Organization Email Address Business Group **11111111A UAB**

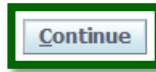
To setup or add a direct deposit account, "Click" ADD DEPOSIT PAYMENT. To change your current direct deposit information, "Click" the UPDATE icon. To delete an account, "Click" on the DELETE icon. Please note you must always have a remaining pay account. This account is used as the default account for 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

Priority	Payment Type	Account Type	Account Number	Amount Type	*Amount	Currency	Update	Delete
1	Deposit	Savings Account	00009875431		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.

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.

Manage Direct Deposit Accounts: Review

Employee Name **Example, Employee** Employee Number **1234567**

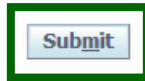
Organization Email Address Business Group **11111111A UAB**

Indicates Changed Items.

Current	Proposed
Priority 3	1 <input type="checkbox"/>
Payment Type Deposit	Deposit
Currency US Dollar	US Dollar
Amount Remaining Pay	Remaining Pay
Account Name Example, Employee	Example, Employee
Account Type Checking Account	Savings Account <input type="checkbox"/>
Account Number 00009875431	00009875431
Transit Code 062000080	062000080
Bank Name Wells Fargo Bank	Wells Fargo Bank
Bank Branch Birmingham, AL	Birmingham, AL
Current	Proposed
Priority 1	<input type="checkbox"/>
Payment Type Deposit	<input type="checkbox"/>
Currency US Dollar	<input type="checkbox"/>
Amount Type Monetary	<input type="checkbox"/>
Amount 50	<input type="checkbox"/>
Account Name Savings Club	<input type="checkbox"/>
Account Type Savings Account	<input type="checkbox"/>
Account Number 246810	<input type="checkbox"/>
Transit Code 062000080	<input type="checkbox"/>
Bank Name Regions Bank	<input type="checkbox"/>
Bank Branch Birmingham, AL	<input type="checkbox"/>
Current	Proposed
Priority 2	<input type="checkbox"/>
Payment Type Deposit	<input type="checkbox"/>
Currency US Dollar	<input type="checkbox"/>
Amount Type Percentage	<input type="checkbox"/>
Amount 10	<input type="checkbox"/>
Account Name Savings Account	<input type="checkbox"/>
Account Type Savings Account	<input type="checkbox"/>
Account Number 135792	<input type="checkbox"/>
Transit Code 062000080	<input type="checkbox"/>
Bank Name Wells Fargo Bank	<input type="checkbox"/>
Bank Branch Birmingham, AL	<input type="checkbox"/>

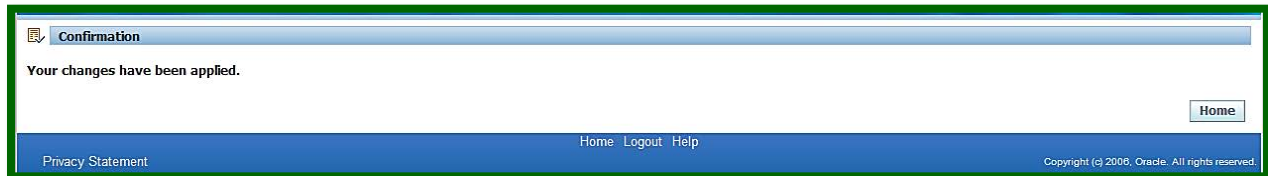
Please review changes. Click "Submit" to process.
 Confirmation page **MUST BE RECEIVED** for add/change/delete to update your record. Do **NOT** exit the system without receiving a confirmation page or the system will abandon the change.

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.

