

Frequently Asked Questions: Employee Reimbursement Direct Deposit Payments

Q1: Does the approval process for employee reimbursement Payment Requests stay the same?

A1: Yes.

Q2: Will the Requestor (the person who created the Payment Request) continue to receive a confirmation email indicating that the Payment Request has been approved?

A2: Yes.

Q3: Will the employee receive a confirmation of payment?

A3: Yes. After the Payment Request has been fully approved and a payment has been created, the employee who is to be reimbursed will receive an email confirmation indicating that the funds will be deposited into the bank account that is identified as the "Remaining Pay" account in Oracle Self Service Direct Deposit.

Q4: Will the funds be available as of the date of the employee's email confirmation?

A4: When the employee gets the email confirmation indicating a payment will be deposited, this **does not** guarantee funds will be available that day; the availability of the funds will depend on the employee's financial institution.

Q5: As the Requestor, will I receive an error message if the employee does not have a bank account listed in Oracle Self Service?

A5: Yes. If an employee does not have a bank account listed in Oracle Self Service, you will receive the following error on the Payment Request:

"The employee does not have a valid bank account. The request cannot be completed. Please go to Oracle Self Service to setup a bank account."

Q6: Can a UAB employee still get reimbursed if they work out of the country but does not have a bank account listed in Oracle Self Service?

A6: Yes. When creating the Payment Request for these employees, the Requestor will receive the following message indicating that the reimbursement will be delivered via a payroll check:

"The payment from this request will be paid through a Payroll Check".

Q7: I have multiple direct deposit accounts set up in the Oracle Self Service Applications. Will my employee reimbursement payment be distributed the same as my payroll payments?

A7: No – Employee reimbursement payments are deposited only in the account identified as the “Remaining Pay” account.

Q8: Can I redirect my employee reimbursement payments to a different direct deposit account than my payroll payments?

A8: No – We discourage users from manipulating their direct deposit accounts for any reason other than directing payroll payments. However, Oracle Self Service Applications does allow users to set up multiple direct deposit accounts in which to receive payroll payments. An employee can direct a majority of their payroll payment to an account set as Priority # 1 and set a different account as Priority #2 which then becomes the “Remaining Pay” account. For instructions on how to set up multiple direct deposit accounts click [here](#).