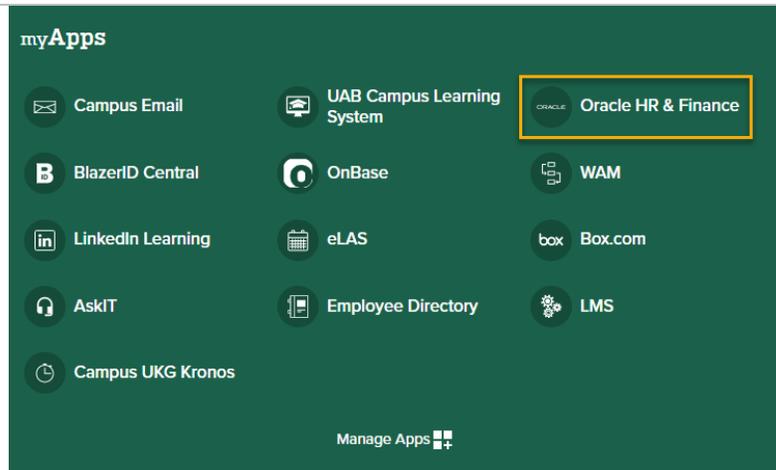


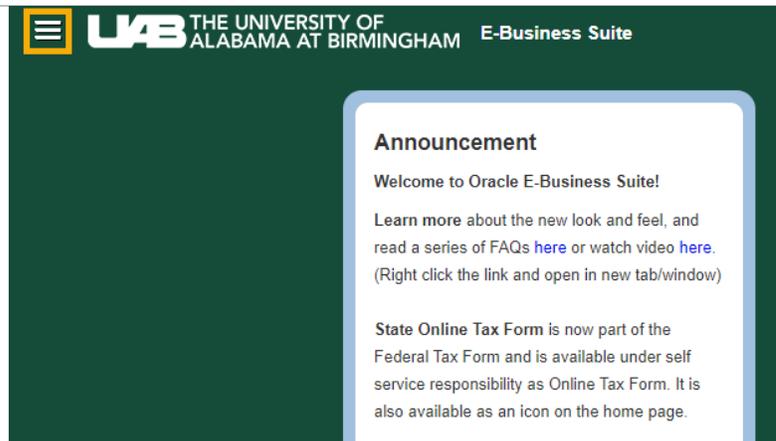
### Log in to Oracle HR & Finance

- Go to myUAB
- Locate and click Oracle HR & Finance



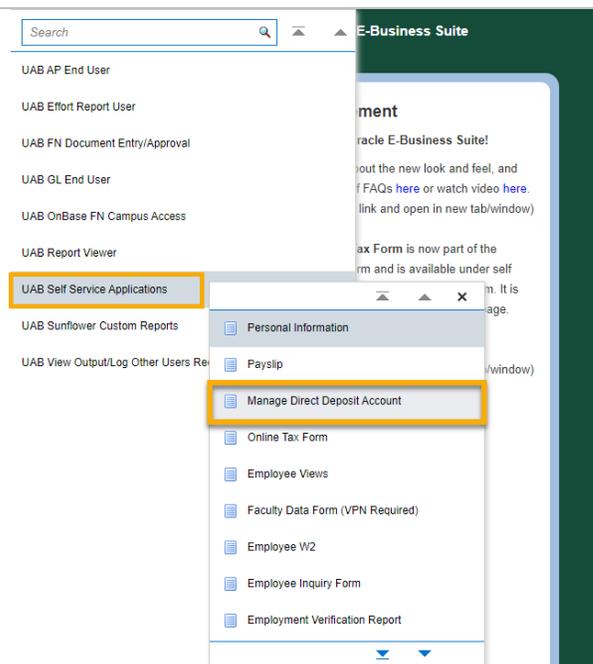
### Open the Oracle Navigator

- Click on the 3-lined "Hamburger" icon in the top left corner



### Navigate to Manage Direct Deposit Account via UAB Self Service Application

- Click on UAB Self Service Applications
- Select Manage Direct Deposit Account



Click on the **Add Deposit Payment** button

### Manage Payroll Payments: Define Payments

Employee Name [Redacted]  
 Organization Email Address [Redacted]

To setup or add a direct deposit account, "Click" ADD DEPOSIT PAYMENT. To change your current direct deposit information distributed to other direct deposit accounts. If you have updated your account details. "Click" CONTINUE.  
 \* Indicates required field

#### Employee Payments for Next Payroll Period

Priority	Payment Type	Account Type
1	Deposit	Checking Account

Confirmation page MUST BE RECEIVED for add/change/delete to update your record. Do NOT exit the system with

Click on the **down arrow** and select an **Amount Type**

- **Percentage** of pay each pay period into a specific account
- **Monetary** allocates a specific dollar amount into a specific account

### Add Deposit Payment

Employee Name [Redacted]  
 Organization Email Address [Redacted]

\* Indicates required field

Payment Method NACHA  
 Currency US Dollar

Amount Type **Percentage** v  
 \* Amount Monetary  
 \* Account Name Percentage  
 \* Account Type v

Confirmation page MUST BE RECEIVED for add/change/delete to update your record. Do NOT exit the s

Enter the **Amount** of the desired deposit

### Add Deposit Payment

Employee Name [Redacted]  
 Organization Email Address [Redacted]

\* Indicates required field

Payment Method NACHA  
 Currency US Dollar

Amount Type Monetary v  
 \* Amount 50.00  
 \* Account Name v  
 \* Account Type v

Confirmation page MUST BE RECEIVED for add/change/delete to update your record. Do NOT exit the s

Enter Account Name and Account Type

**Add Deposit Payment**

Employee Name [Redacted]  
Organization Email Address [Redacted]

\* Indicates required field

Payment Method: NACHA  
Currency: US Dollar  
Amount Type: Monetary  
\* Amount: 50.00

\* Account Name: Savings  
\* Account Type: [Dropdown: Checking Account, Savings Account]

Confirmation page MUST BE RECEIVED for add/change/delete to update your record. System without receiving a confirmation page

If funds are being deposited into an overseas bank account, place a check mark for **International ACH Transaction (IAT)**

Cancel Add Another Apply

Employee Number [Redacted]  
Business Group [Redacted]

International ACH Transaction (IAT) ⓘ

\* Account Number [Redacted]  
\* Transit Code [Redacted]  
\* Bank Name [Redacted]  
\* Bank Branch [Redacted]

a confirmation page or the system will abandon the change.

Complete all required fields

Cancel Add Another Apply

Employee Number [Redacted]  
Business Group [Redacted]

International ACH Transaction (IAT) ⓘ

\* Account Number [Redacted]  
\* Transit Code [Redacted]  
\* Bank Name [Redacted]  
\* Bank Branch [Redacted]

a confirmation page or the system will abandon the change.

Click on the **Apply** button

Cancel Add Another **Apply**

Employee Number [Redacted]  
Business Group [Redacted]

International ACH Transaction (IAT) ⓘ

\* Account Number [Redacted]  
\* Transit Code [Redacted]  
\* Bank Name [Redacted]  
\* Bank Branch [Redacted]

a confirmation page or the system will abandon the change.

To add another account, click on the **Add Deposit Payment** button

- Repeat **Add Deposit Payment** steps

**Manage Payroll Payments: Define Payments**

Employee Name [Redacted]  
 Organization Email Address [Redacted]

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

\* Indicates required field

**Employee Payments for Next Payroll Period**

Sort By Priority **Add Deposit Payment**

Priority	Payment Type	Account Type	Account Number
1	Deposit	Savings Account	[Redacted]
2	Deposit	Checking Account	[Redacted]

Confirmation page MUST BE RECEIVED for add/change/delete to update your record. Do NOT exit the system without receiving

To continue, click on the **Continue** button

Cancel **Continue**

Employee Number [Redacted]  
 Business Group [Redacted]

UPDATE icon. To delete an account, "Click" on the DELETE icon. Please note you must always have a remaining pay account. This is a confirmation page or the system will abandon the change.

Amount Type	Amount	Currency	Update	Delete
Monetary ▾	50.00	US Dollar		
	Remaining Pay	US Dollar		

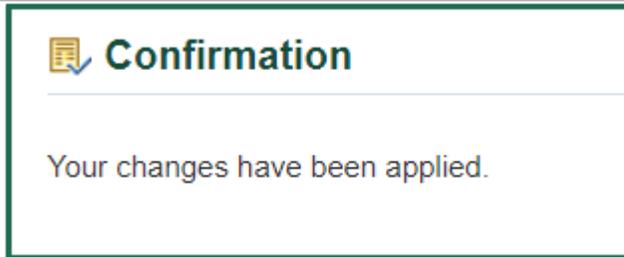
a confirmation page or the system will abandon the change.

Changes are indicated with a blue dot

- Click **Submit** if the information is correct

Final confirmation will be sent

- Do not exit system without receiving confirmation



The system will automatically generate an email notification

- No action is required

