

Employee Dashboard

Direct Deposit Instructions

Last Updated

February 2022

THE UNIVERSITY OF
ALABAMA[®]

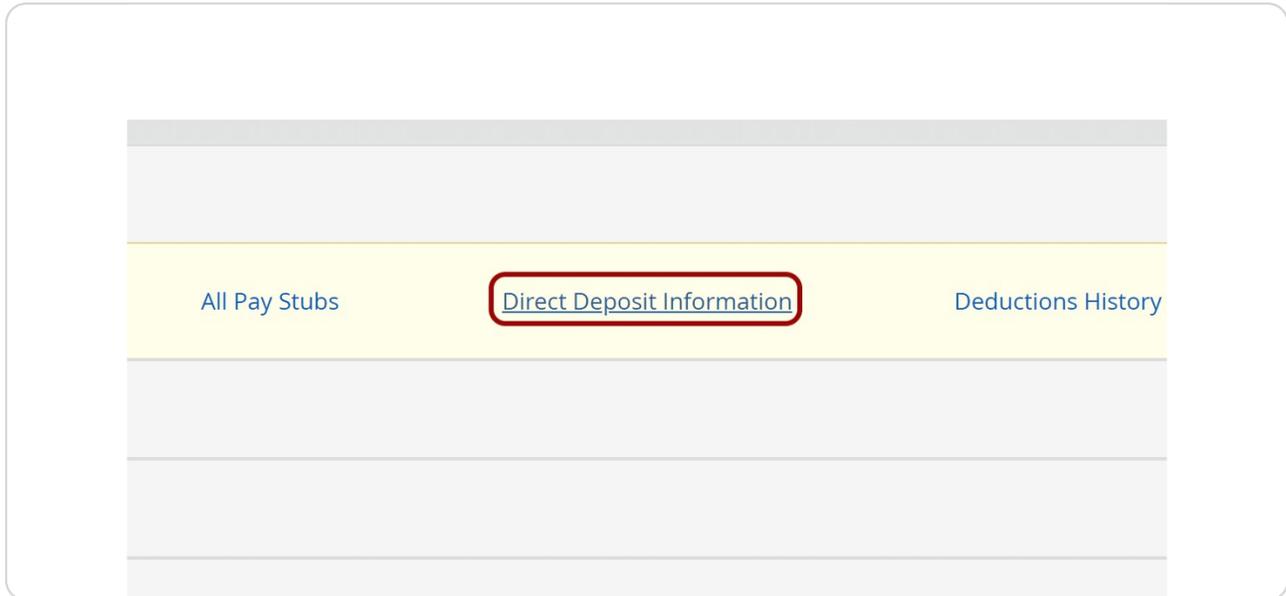
Division of
Finance and Operations
Human Resources

STEP 1

Go to Employee Dashboard

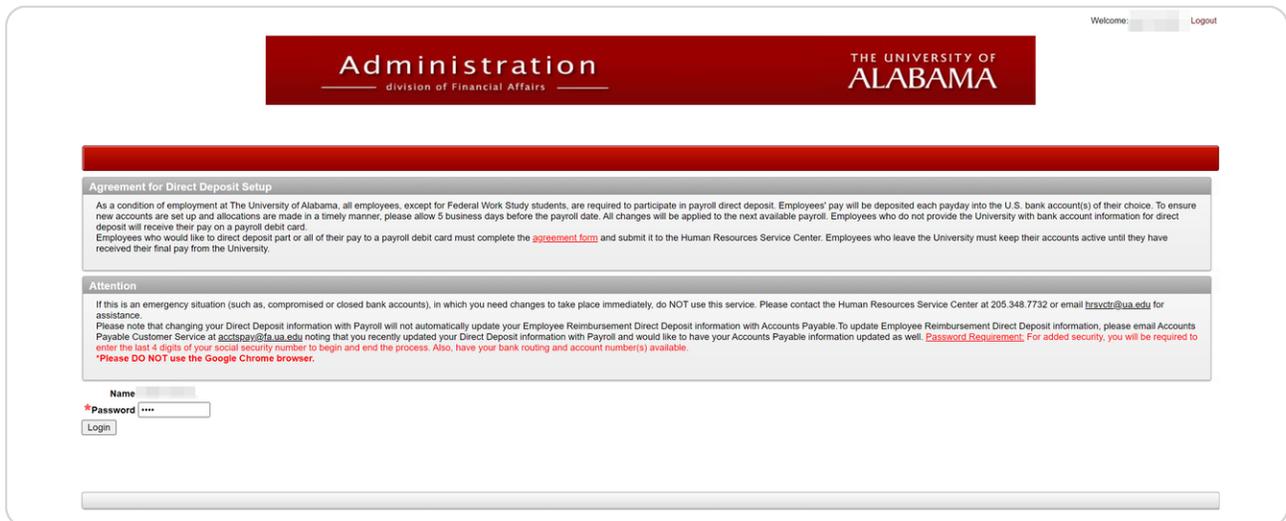
STEP 2

Click on Direct Deposit Information



STEP 3

Review the Agreement and Read the Attention Information



STEP 4

Enter Your Password (Last 4 Digits of Your Social Security Number)

Welcome: [Name] Logout

Administration
division of Financial Affairs

THE UNIVERSITY OF ALABAMA

Agreement for Direct Deposit Setup

As a condition of employment at The University of Alabama, all employees, except for Federal Work Study students, are required to participate in payroll direct deposit. Employees' pay will be deposited each payday into the U.S. bank account(s) of their choice. To ensure new accounts are set up and allocations are made in a timely manner, please allow 5 business days before the payroll date. All changes will be applied to the next available payroll. Employees who do not provide the University with bank account information for direct deposit will receive their pay on a payroll debit card. Employees who would like to direct deposit part or all of their pay to a payroll debit card must complete the [agreement form](#) and submit it to the Human Resources Service Center. Employees who leave the University must keep their accounts active until they have received their final pay from the University.

Attention

If this is an emergency situation (such as, compromised or closed bank accounts), in which you need changes to take place immediately, do NOT use this service. Please contact the Human Resources Service Center at 205.348.7732 or email hrsvctr@ua.edu for assistance.

Please note that changing your Direct Deposit information with Payroll will not automatically update your Employee Reimbursement Direct Deposit information with Accounts Payable. To update Employee Reimbursement Direct Deposit information, please email Accounts Payable Customer Service at acctspay@fa.ua.edu noting that you recently updated your Direct Deposit information with Payroll and would like to have your Accounts Payable information updated as well. [Password Requirement](#). For added security, you will be required to enter the last 4 digits of your social security number to begin and end the process. Also, have your bank routing and account number(s) available.

***Please DO NOT use the Google Chrome browser.**

Name [Name]
*Password ****
Login

STEP 5

Click on Login

Please note that changing your Direct Deposit information with Payroll will not automatic Payable Customer Service at acctspay@fa.ua.edu noting that you recently updated you enter the last 4 digits of your social security number to begin and end the process. Also, ***Please DO NOT use the Google Chrome browser.**

Name [Name]
*Password ****
Login

STEP 6

Existing Direct Deposits

Employees with direct deposit information on file with Payroll will see it in the Existing Direct Deposits section

Instructions

Existing Direct Deposits

Delete Acct	Edit Amount	Bank	Acct Type	Bank Routing Number	Bank Acct Num	Amount	Account	Activity Date
<input type="checkbox"/>	<input type="checkbox"/>		Checking					
<input type="checkbox"/>	<input type="checkbox"/>		Checking					

1 - 2

New Primary Account

9 digit routing number

Bank Name

Account No

Verify Account No

Account Type

100% or Remaining Balance will go to this account

Add Allocation 1

Bank Routing No

Bank Name

Account No

Account No

Amount \$

STEP 7

Adding a Primary Account

The University allows a maximum of 3 accounts, one of which must be Primary. The Primary account may be replaced with a different account or a payroll debit card. The Bank Name will auto populate once the routing number is entered. Please fill in all required information

<input type="checkbox"/>			Checking	
<input type="checkbox"/>	<input type="checkbox"/>		Checking	

New Primary Account

9 digit routing number

Bank Name

Account No

Verify Account No

Account Type

100% or Remaining Balance to this account

Add Allocation 1

STEP 8

Adding Allocation Accounts (if applicable)

The University allows a maximum of 3 accounts, one of which must be Primary and up to 2 monetary allocations. Please fill in all required information including amount.

Bank Name
Account No
Verify Account No
Account Type 100% or Remaining Balance will go to this account

Add Allocation 1

Bank Rounding No

Bank Name
Account No
Verify Account No
Amount \$
Account Type

Add Allocation 2

STEP 9

Adding Additional Allocations

You may follow the same steps as #8

Account No
Verify Account No
Amount \$
Account Type

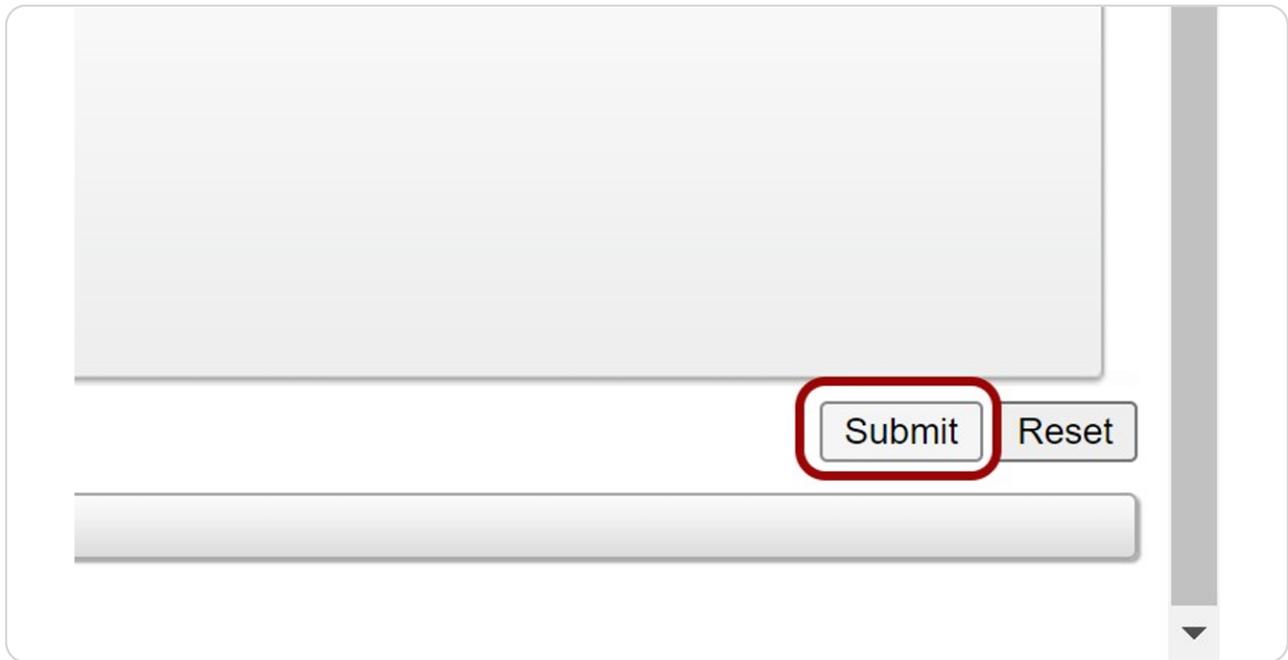
Add Allocation 2

Bank Rounding No

Bank Name
Account No
Verify Account No
Amount \$
Account Type

STEP 10

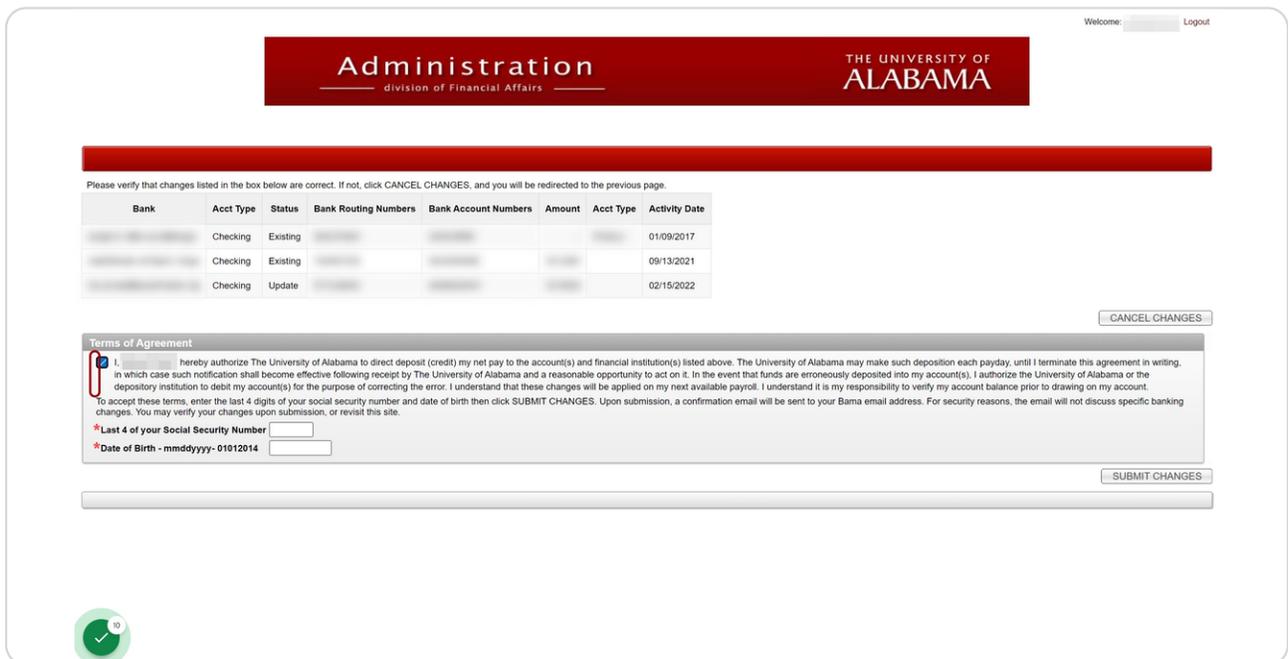
Once All of Your Changes Have Been Made Select Submit



A screenshot of a web form interface. At the bottom right, there are two buttons: 'Submit' and 'Reset'. The 'Submit' button is highlighted with a red circle. The rest of the form area is mostly blank with some light gray bars.

STEP 11

Review the Requested Changes are Correct



The screenshot shows the 'Administration' page of the University of Alabama's Division of Financial Affairs. The page title is 'Administration' with 'division of Financial Affairs' below it. The University of Alabama logo is in the top right. A 'Welcome: [Name] Logout' link is also present. A red banner at the top contains the text: 'Please verify that changes listed in the box below are correct. If not, click CANCEL CHANGES, and you will be redirected to the previous page.'

Bank	Acct Type	Status	Bank Routing Numbers	Bank Account Numbers	Amount	Acct Type	Activity Date
	Checking	Existing					01/09/2017
	Checking	Existing					09/13/2021
	Checking	Update					02/15/2022

Buttons: CANCEL CHANGES, SUBMIT CHANGES

Terms of Agreement

I, [Name] hereby authorize The University of Alabama to direct deposit (credit) my net pay to the account(s) and financial institution(s) listed above. The University of Alabama may make such deposition each payday, until I terminate this agreement in writing, in which case such notification shall become effective following receipt by The University of Alabama and a reasonable opportunity to act on it. In the event that funds are erroneously deposited into my account(s), I authorize the University of Alabama or the depository institution to debit my account(s) for the purpose of correcting the error. I understand that these changes will be applied on my next available payroll. I understand it is my responsibility to verify my account balance prior to drawing on my account. To accept these terms, enter the last 4 digits of your social security number and date of birth then click SUBMIT CHANGES. Upon submission, a confirmation email will be sent to your Bama email address. For security reasons, the email will not discuss specific banking changes. You may verify your changes upon submission, or revisit this site.

*Last 4 of your Social Security Number

*Date of Birth - mmd/yyyy-01012014

Buttons: CANCEL CHANGES, SUBMIT CHANGES

10

STEP 12

Click the Check Box Acknowledging the Terms of Agreement

Terms of Agreement

I, [redacted] hereby authorize The University of Alabama to direct deposit (credit) my net pay in which case such notification shall become effective following receipt by The University of Alabama's depository institution to debit my account(s) for the purpose of correcting the error. I understand and agree to these terms. To accept these terms, enter the last 4 digits of your social security number and date of birth changes. You may verify your changes upon submission, or revisit this site.

*Last 4 of your Social Security Number

*Date of Birth - mmddyyyy- 01012014

STEP 13

Enter the Last 4 Digits of Your Social Security Number

Terms of Agreement

I, [redacted] hereby authorize The University of Alabama to direct deposit (credit) my net pay in which case such notification shall become effective following receipt by The University of Alabama's depository institution to debit my account(s) for the purpose of correcting the error. I understand and agree to these terms. To accept these terms, enter the last 4 digits of your social security number and date of birth changes. You may verify your changes upon submission, or revisit this site.

*Last 4 of your Social Security Number

*Date of Birth - mmddyyyy- 01012014

STEP 14

Enter Your Date of Birth

Terms of Agreement

I, [redacted], hereby authorize The University of Alabama to direct deposit (credit) my net pay in which case such notification shall become effective following receipt by The University of Alabama depository institution to debit my account(s) for the purpose of correcting the error. I understand To accept these terms, enter the last 4 digits of your social security number and date of birth then clic changes. You may verify your changes upon submission, or revisit this site.

Last 4 of your Social Security Number

Date of Birth - mmddyyyy- 01012014

STEP 15

If Everything Looks Correct Click on Submit Changes

ibility to verify my account balance prior to drawing on my account.
ail address. For security reasons, the email will not discuss specific banking

STEP 16

If There is an Error Click on Cancel Changes to Go Back

CANCEL CHANGES

may make such deposition each payday, until I terminate this agreement in writing, deposited into my account(s), I authorize the University of Alabama or the responsibility to verify my account balance prior to drawing on my account. ma email address. For security reasons, the email will not discuss specific banking

STEP 17

After Submission You Will See Your Changes

Existing Direct Deposits

Delete Acct	Edit Amount	Bank	Acct Type	Bank Routing Number	Bank Acct Num	Amount	Account	Activity Date
<input type="checkbox"/>			Checking					01/09/2017
<input type="checkbox"/>	<input type="checkbox"/>		Checking					02/15/2022

Add Allocation 2

Bank Routing No.

Bank Name

Account No

Verify Account No

Amount \$

Account Type

Submit | Reset

STEP 18

You Will Receive an Email Confirmation Confirming Changes Have Been Made to Your Direct Deposit Information

This email will not list the changes made.

Change to your Payroll Direct Deposit Information

 hrsvctr@ua.edu
To [redacted]

[Reply](#) [Reply All](#) [Forward](#) [More](#)

[redacted]

Our records reflect that a change was made to your Payroll Direct Deposit Bank information. If you made this change, no action is needed on your part. If you did not make this change, please contact the HR Service Center immediately.

To update Employee Reimbursement Direct Deposit information, please email Accounts Payable Customer Service at acctspay@fa.ua.edu noting that you have recently updated your Direct Deposit information with Payroll and would like to have your Accounts Payable information updated as well.

HR Service Center Contact Information:
1670 Ruby Tyler Parkway
By Phone: 348-7732
By email: hrsvctr@ua.edu

This is an automated e-mail. Please DO NOT reply.

STEP 19

To Delete an Account, Click On the Delete Acct Checkbox for the Intended Account

If you delete a primary account, you will be required to enter information for a new primary account (step 7). Once finished finalize your changes (steps 10-15).

Existing Direct Deposits								
Delete Acct	Edit Amount	Bank	Acct Type	Bank Routing Number	Bank Acct Num	Amount	Account	Activity Date
<input checked="" type="checkbox"/>		[redacted]	Checking	[redacted]	[redacted]	-	[redacted]	01/09/2017
<input type="checkbox"/>	<input type="checkbox"/>	[redacted]	Checking	[redacted]	[redacted]	[redacted]	[redacted]	02/15/2022

1 - 2

STEP 20

To Edit an Amount, Click on the Edit Amount Checkbox for the Intended Account

You can only edit the amount for allocation accounts. Enter the new allocation amount in the box provided. Once finished finalize your changes (steps 10-15).

Existing Direct Deposits								
Delete Acct	Edit Amount	Bank	Acct Type	Bank Routing Number	Bank Acct Num	Amount	Account	Activity Date
<input type="checkbox"/>		[REDACTED]	Checking	[REDACTED]	[REDACTED]	-	[REDACTED]	01/09/2017
<input type="checkbox"/>	<input checked="" type="checkbox"/>	[REDACTED]	Checking	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	02/15/2022

1 - 2

Edit Allocation 1

Bank Routing No [REDACTED]
Bank Name [REDACTED]
Account [REDACTED]
Allocation Amt 
Account Type Checking

THE UNIVERSITY OF
ALABAMA[®]

Division of
Finance and Operations
Human Resources