Employee Dashboard

Direct Deposit Instructions

Last Updated

February 2022

THE UNIVERSITY OF ALABAMA®

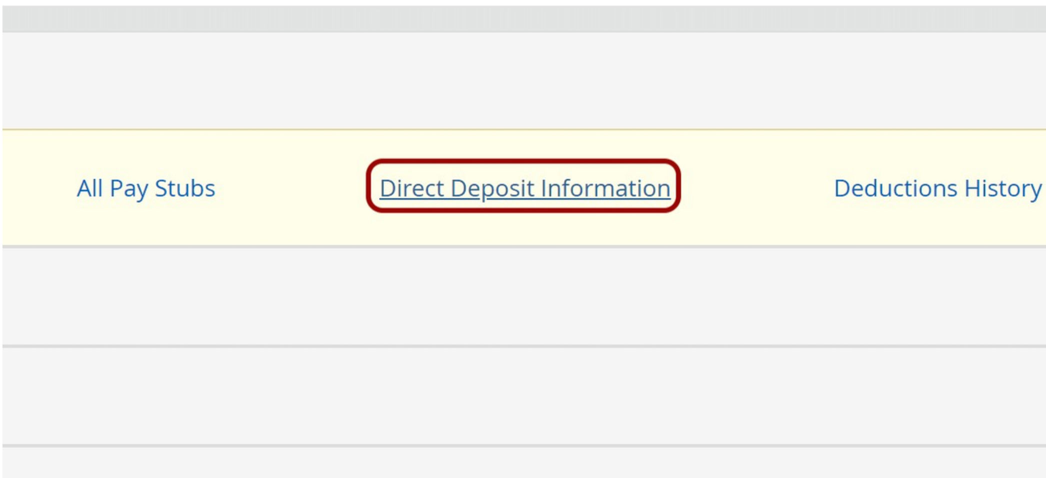
Division of
Finance and Operations
Human Resources

STEP 1

Go to Employee Dashboard

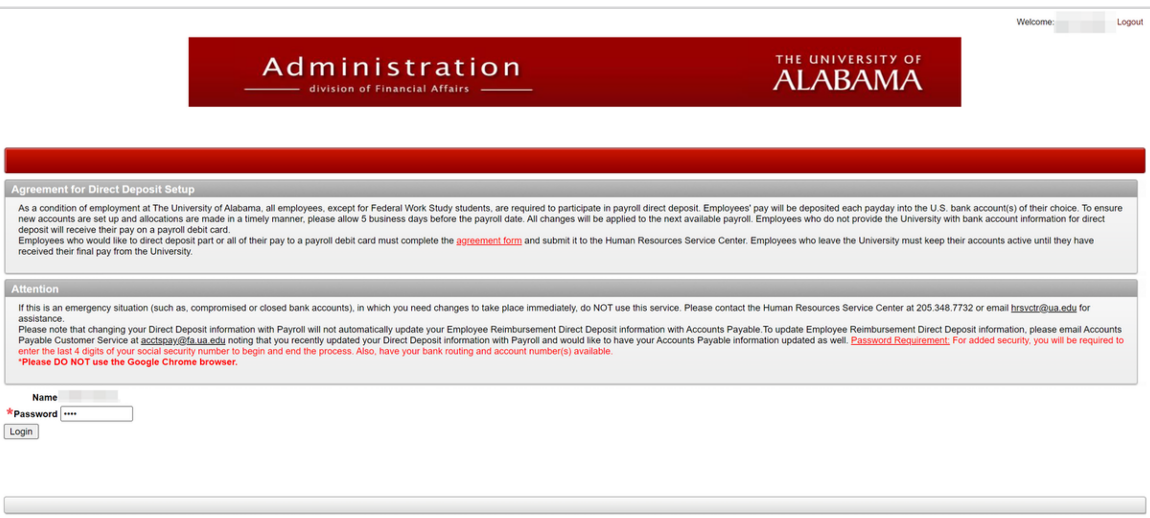
STEP 2

Click on Direct Deposit Information



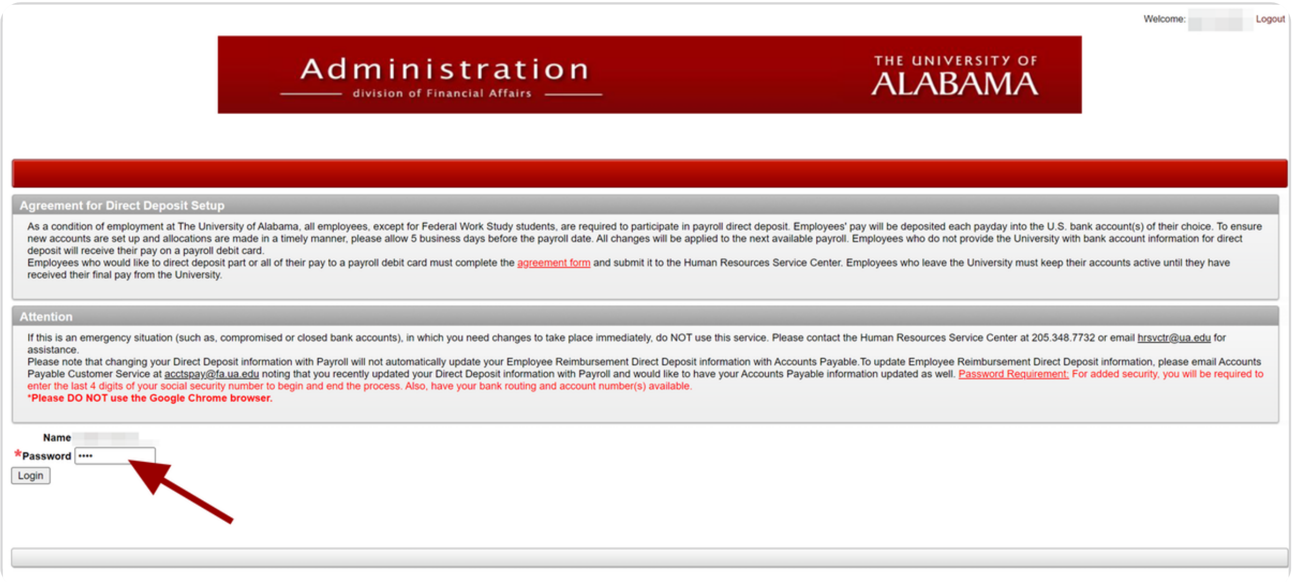
STEP 3

Review the Agreement and Read the Attention Information



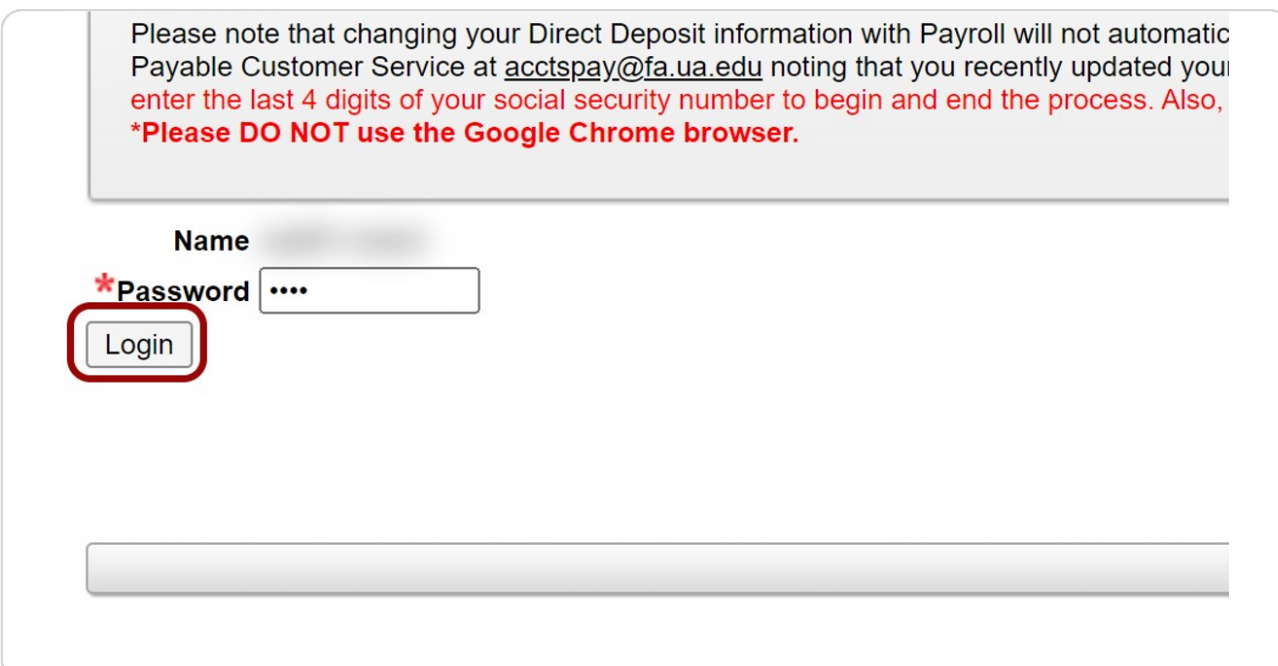
STEP 4

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



STEP 5

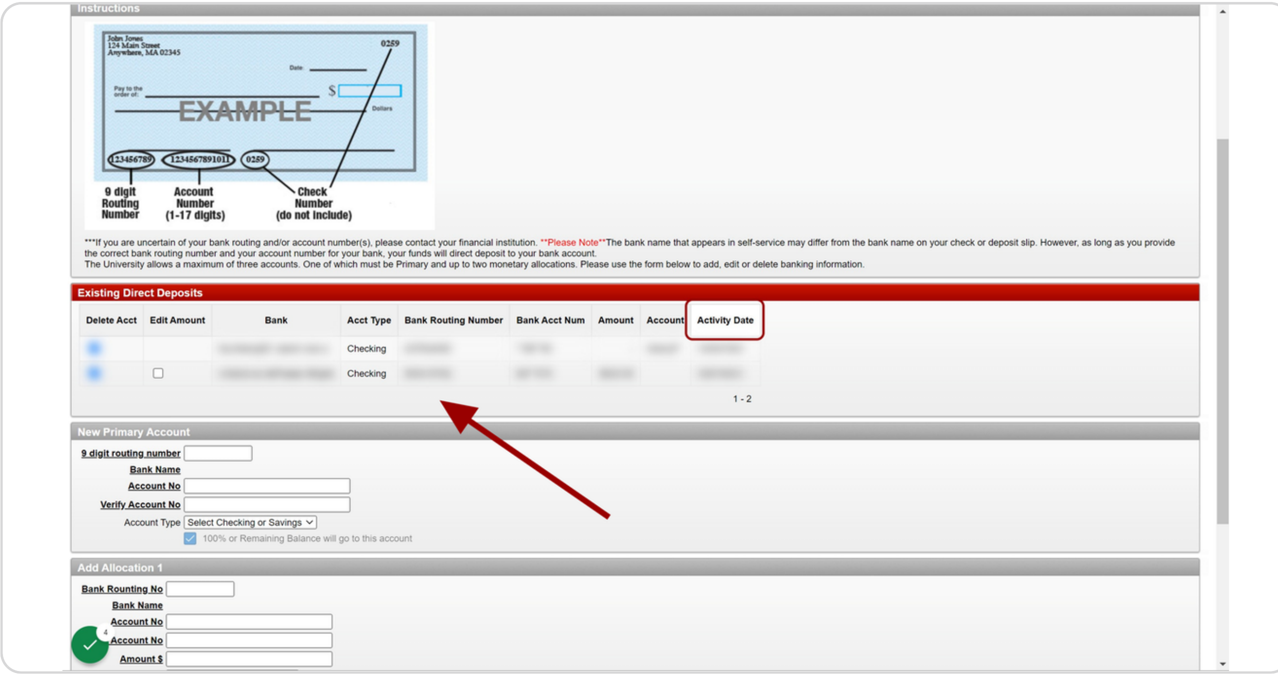
Click on Login



STEP 6

Existing Direct Deposits

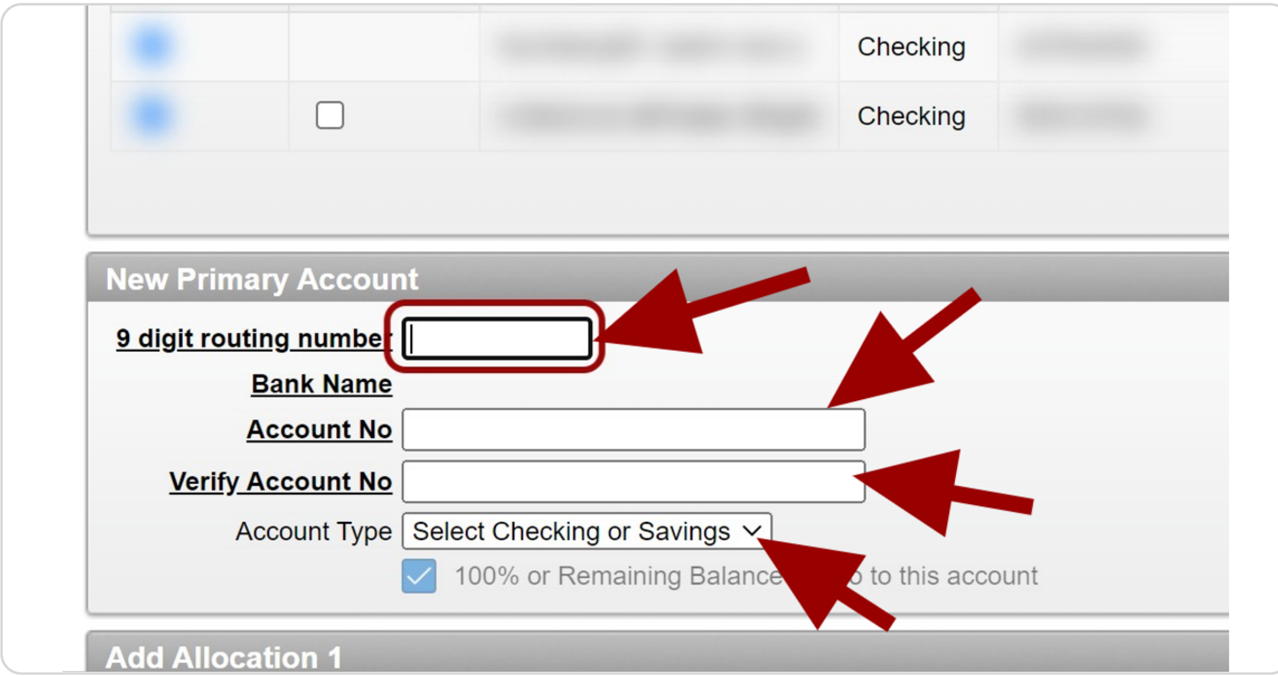
Employees with direct deposit information on file with Payroll will see it in the Existing Direct Deposits section



STEP 7

Adding a Primary Account

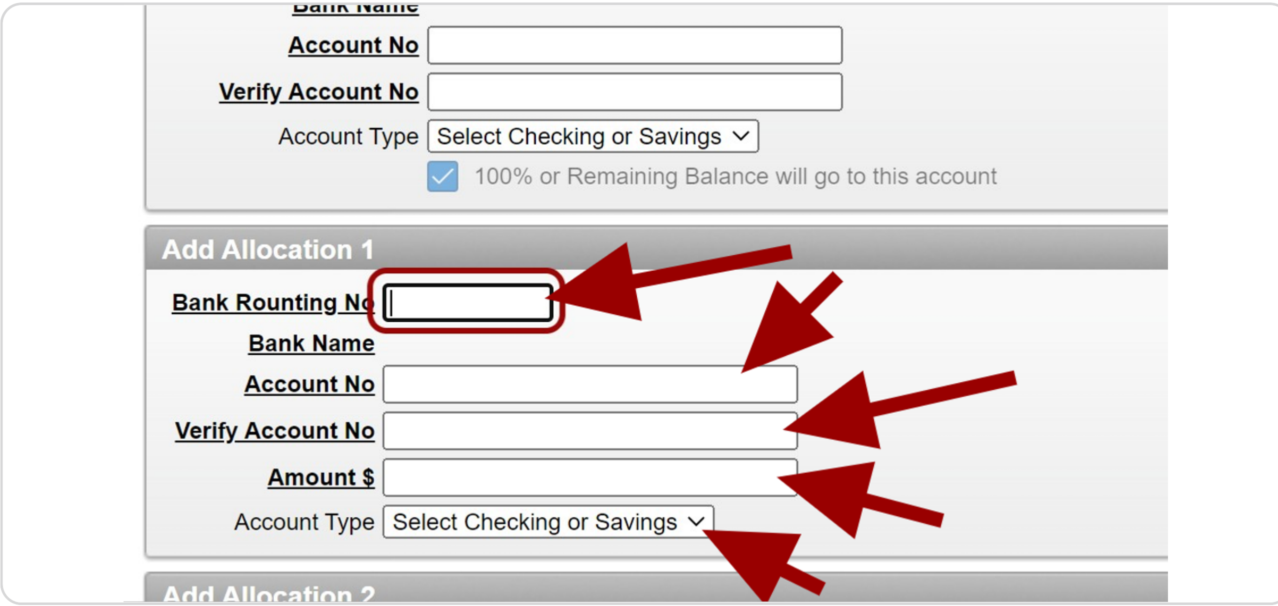
The University allows a maximum of 3 accounts, one of which must be Primary. The Primary account may be replaced with a different account or a payroll debit card. The Bank Name will auto populate once the routing number is entered. Please fill in all required information



STEP 8

Adding Allocation Accounts (if applicable)

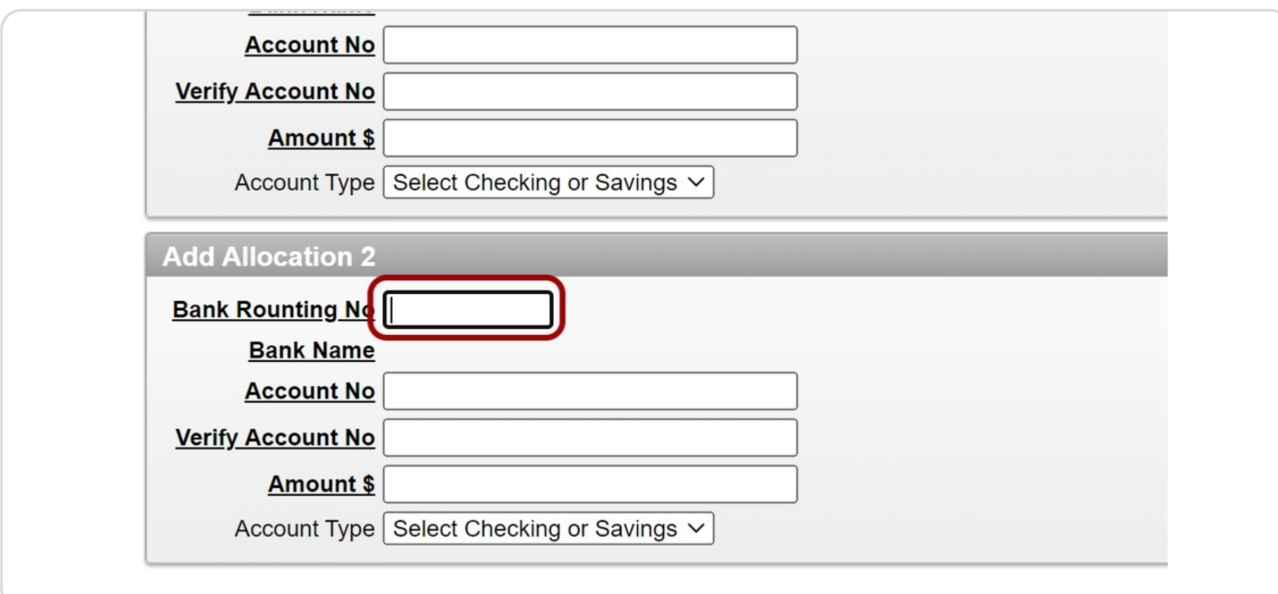
The University allows a maximum of 3 accounts, one of which must be Primary and up to 2 monetary allocations. Please fill in all required information including amount.



STEP 9

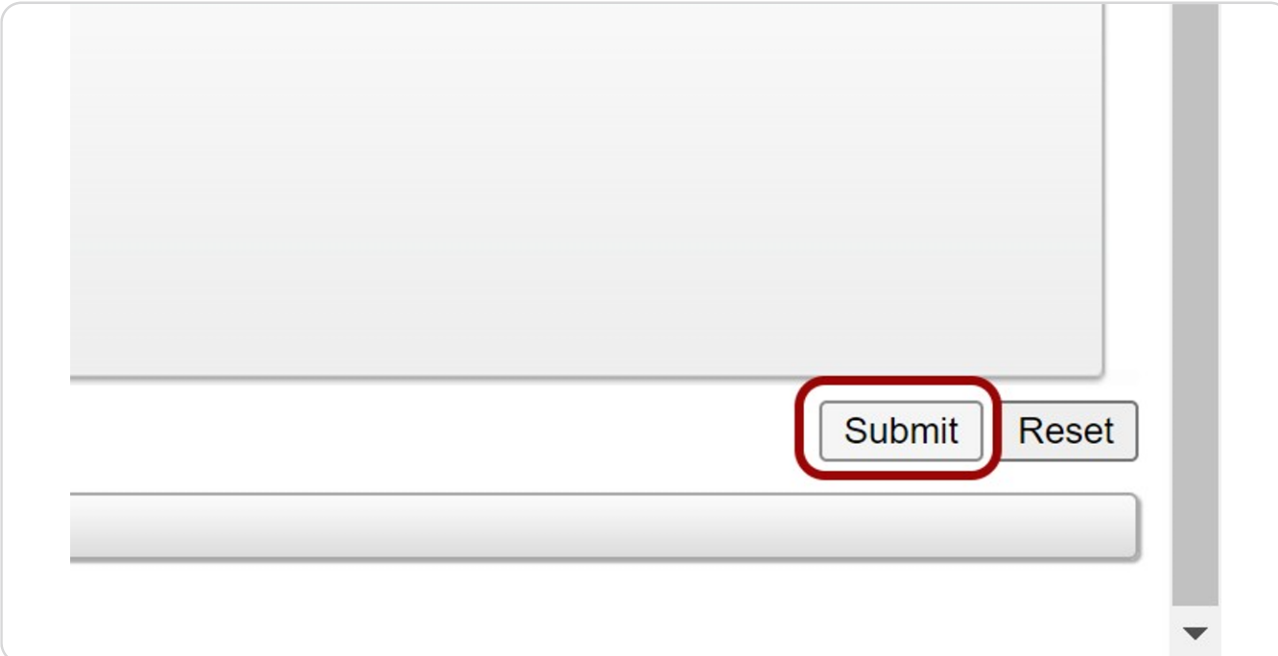
Adding Additional Allocations

You may follow the same steps as #8



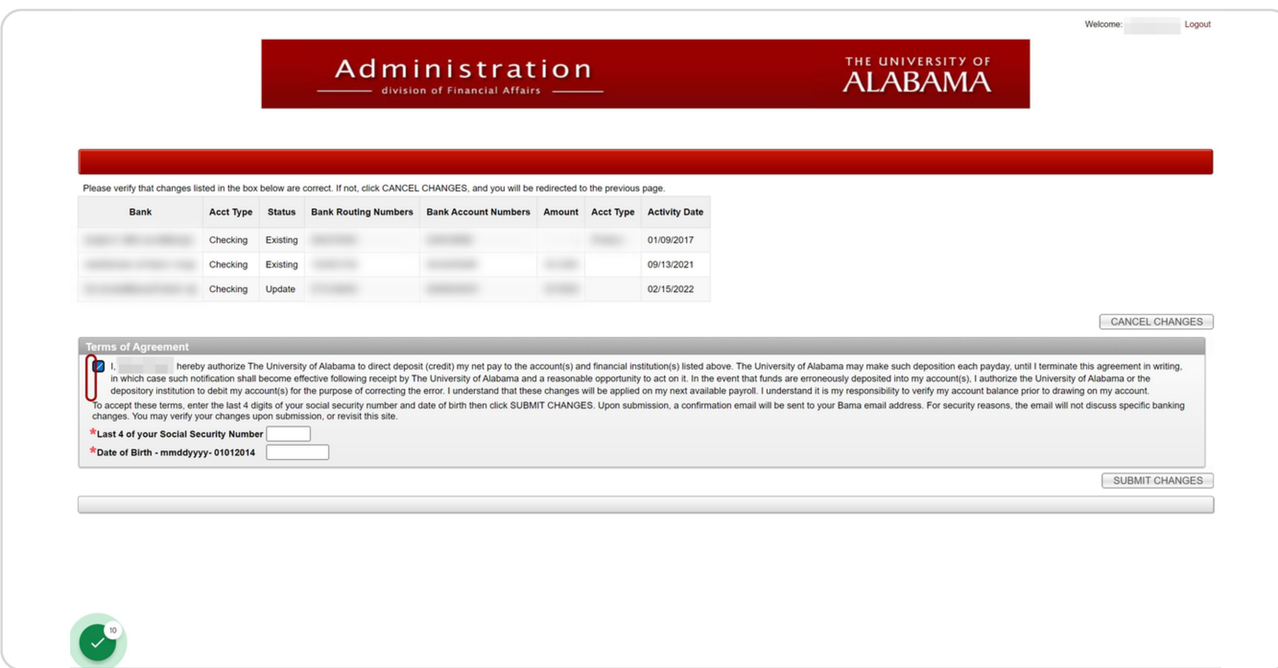
STEP 10

Once All of Your Changes Have Been Made Select Submit



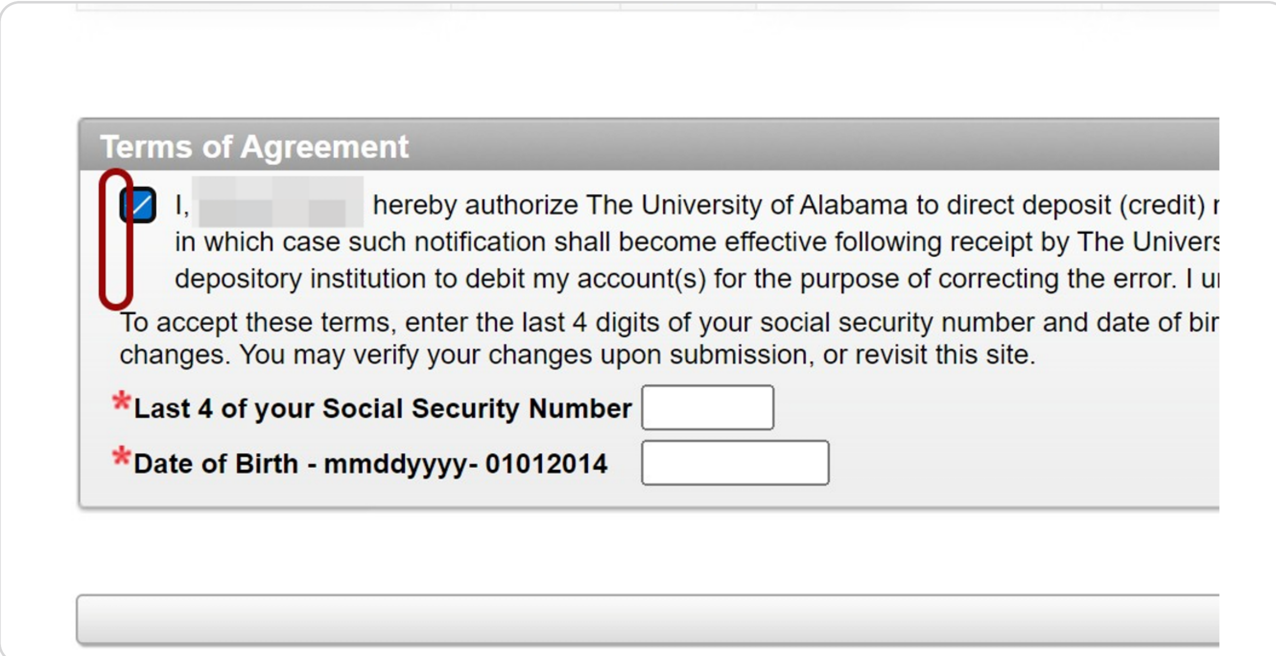
STEP 11

Review the Requested Changes are Correct



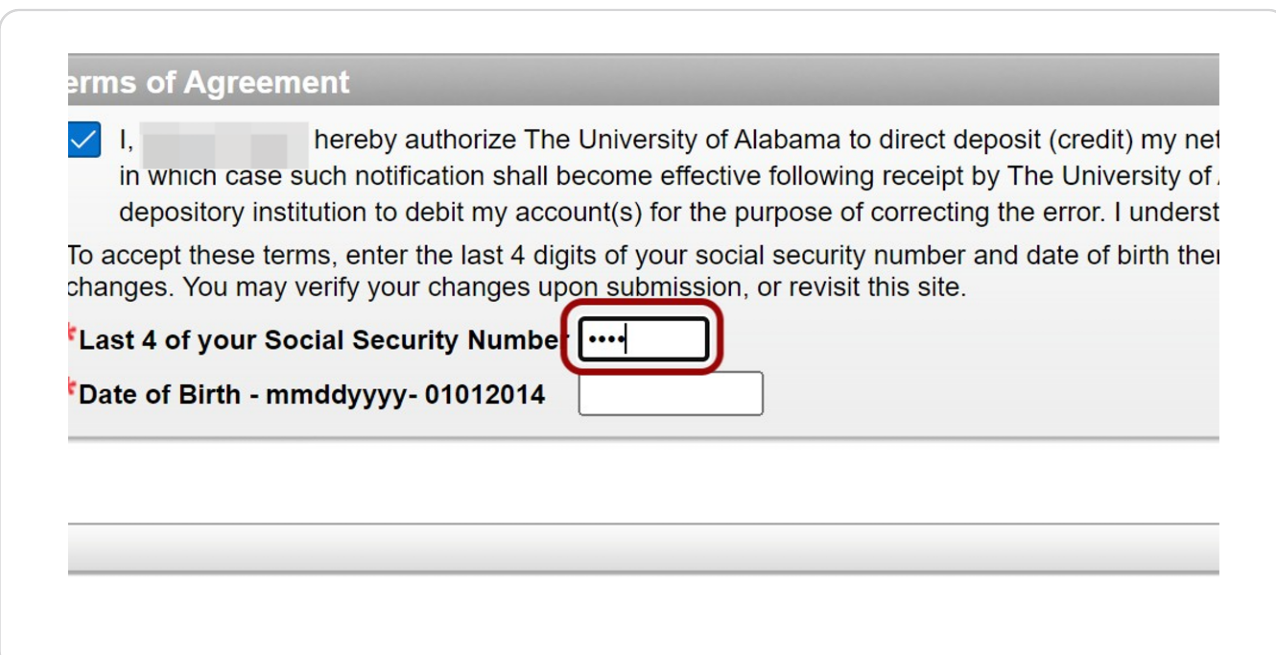
STEP 12

Click the Check Box Acknowledging the Terms of Agreement



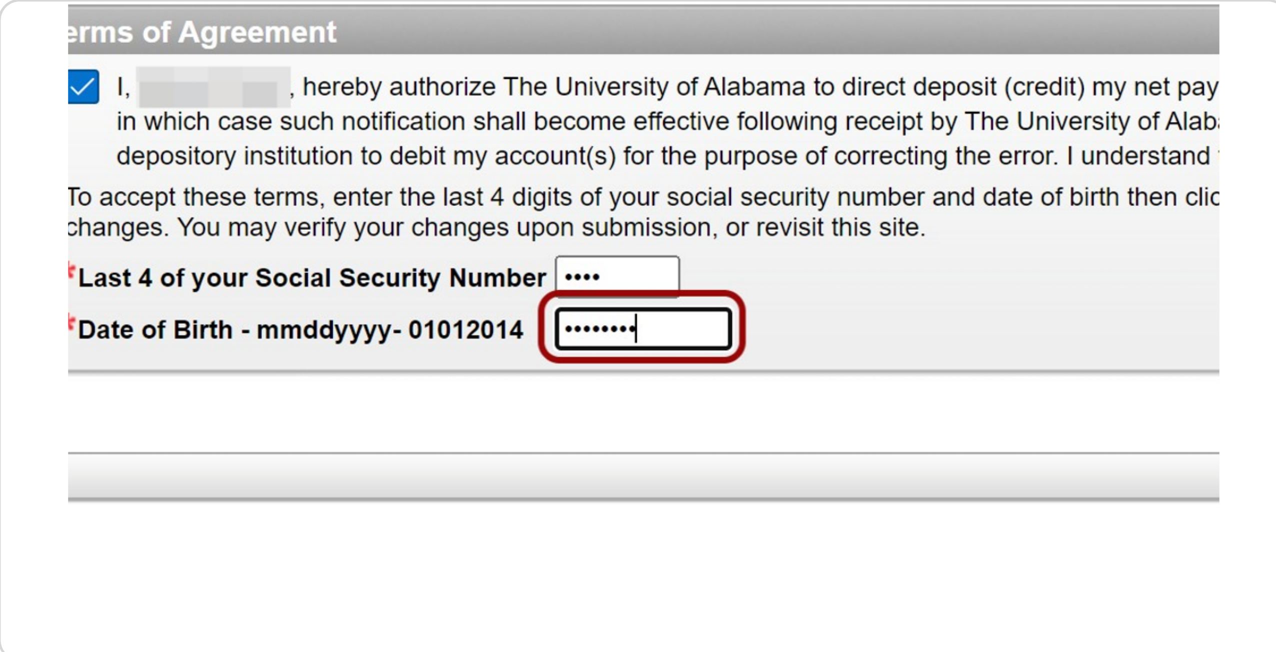
STEP 13

Enter the Last 4 Digits of Your Social Security Number



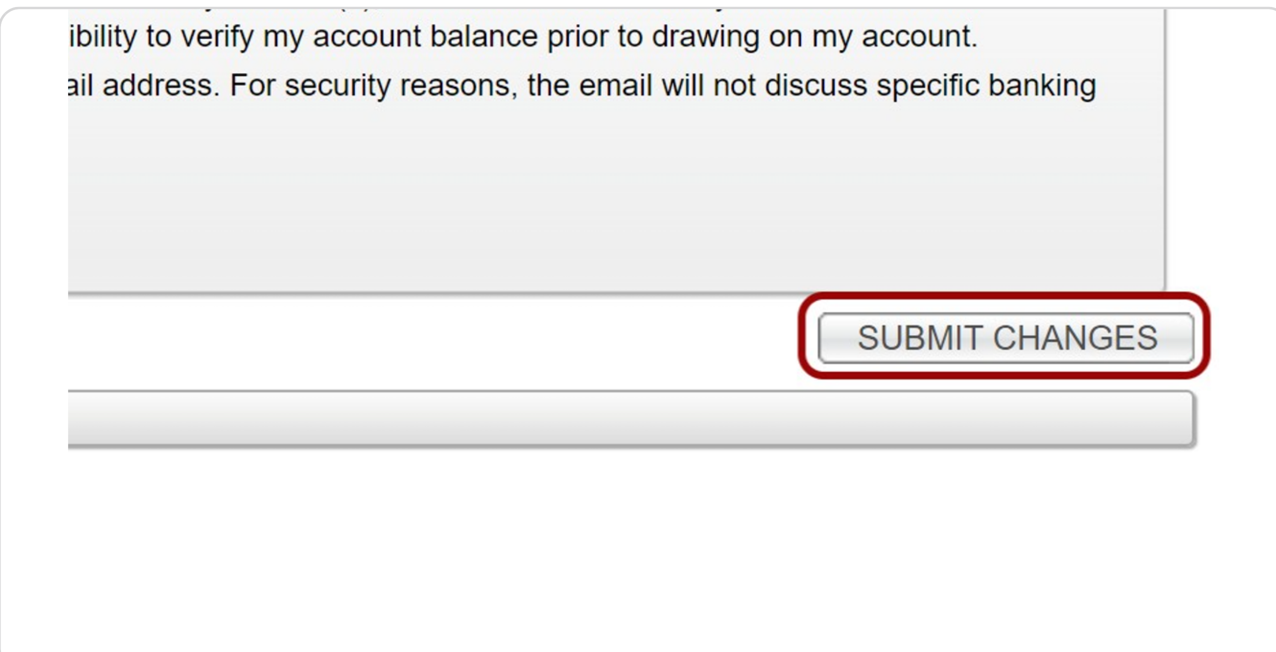
STEP 14

Enter Your Date of Birth



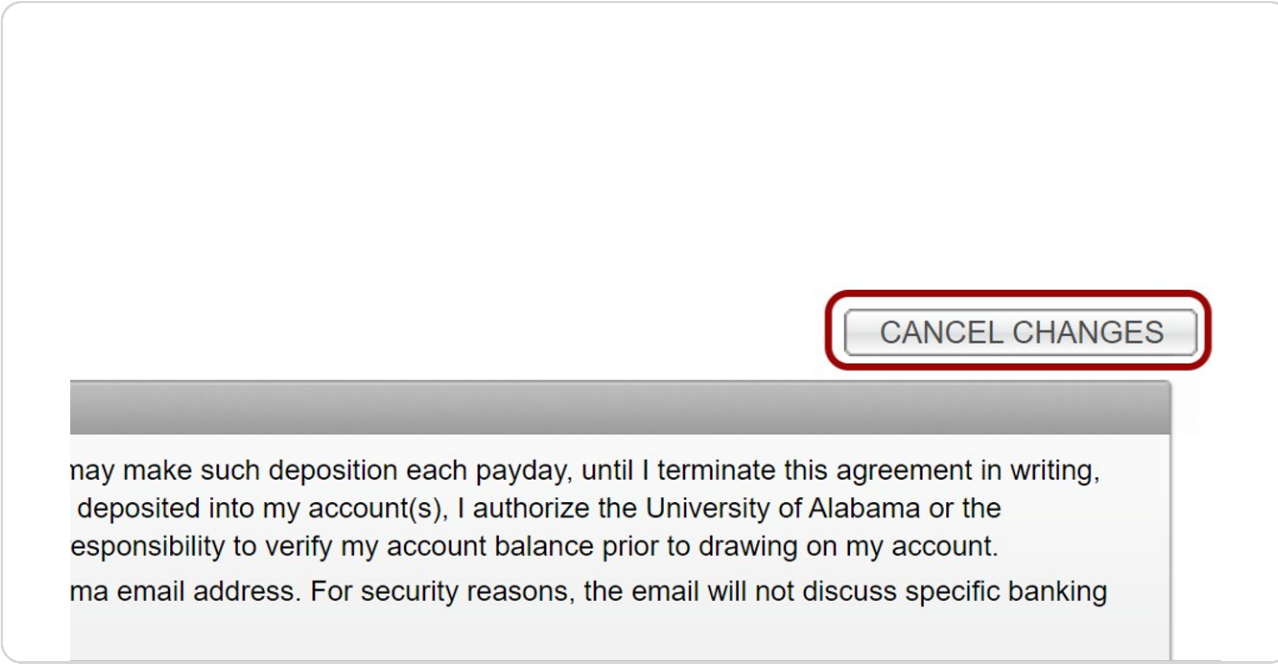
STEP 15

If Everything Looks Correct Click on Submit Changes



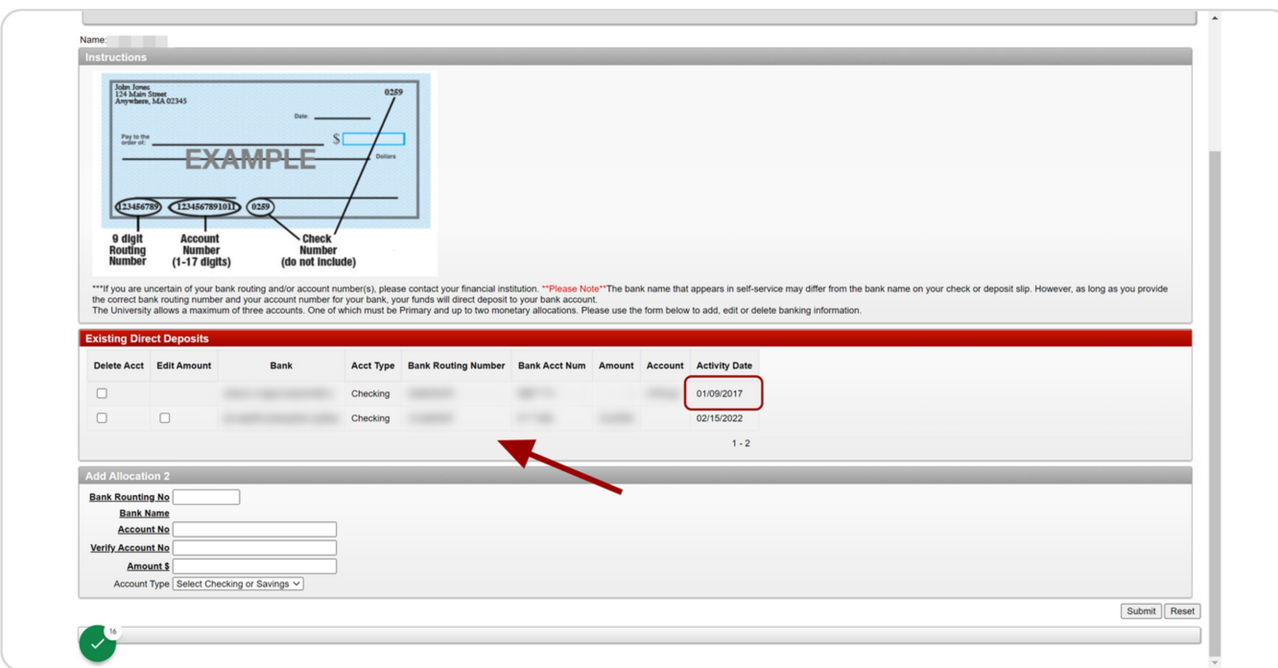
STEP 16

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



STEP 17

After Submission You Will See Your Changes



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

Reply | Reply All | Forward

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

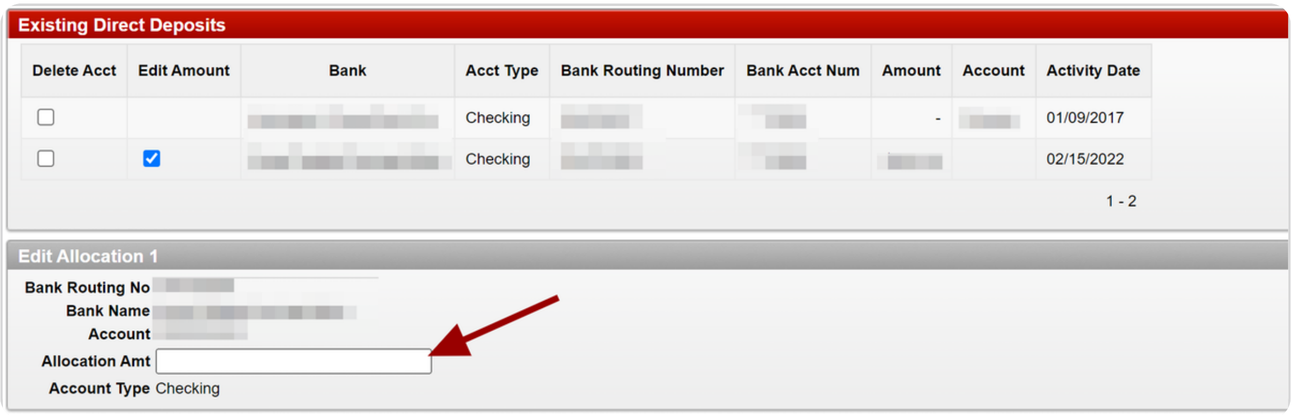
Delete Acct	Edit Amount	Bank	Acct Type	Bank Routing Number	Bank Acct Num	Amount	Account	Activity Date
☑			Checking			-		01/09/2017
☐	☐		Checking					02/15/2022

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).



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