Employee Dashboard

Direct Deposit Instructions

Last Updated
February 2022
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

Terms of Agreement

I, [Name], 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 click 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

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.

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**Change to your Payroll Direct Deposit Information**

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@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.

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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).
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).