Employee Dashboard

Direct Deposit Instructions





Division of Finance and Operations Human Resources

Go to Employee Dashboard

STEP 2

Click on Direct Deposit Information

All Pay Stubs Direct Deposit Information Deductions History			
All Pay Stubs Direct Deposit Information Deductions History			
	All Pay Stubs	Direct Deposit Information	Deductions History

STEP 3

Review the Agreement and Read the Attention Information

	Administration	THE UNIVERSITY OF	
Agreement for Direct Deposit Setu	p		
As a condition or employment at The Univ new accounts are set up and allocations i deposit will receive their pay on a payroll- Employees who would like to direct depos received their final pay from the University	errary or nacional, air engrese, accept to r-beerar work Study students, are required to participate in payroid en made in a limely mainter, piessa allow 5 business days before the payroid tak. All changes will be applied at part or all of their pay to a payroil debit card must complete the <u>agreement form</u> and submit it to the Human i -	carect opposit, Emproyees pay will be opposited each payady into the U.S. bank acco to the next available payofd. Employees who do not provide the University with bank Resources Service Canter. Employees who leave the University must keep their acco	ount(s) of their choice. To ensure account information for direct unts active until they have
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 the posit information with Payroll will not automatically update your Employee Reimbursement Direct Deposit Inforr	is service. Please contact the Human Resources service Center at 205.346,7732 or in mation with Accounts Payable.To update Employee Reimbursement Direct Deposit inf rour Accounts Payable information updated as well. <u>Password Requirement</u> ; For adde	formation, please email Accounts ed security, you will be required to
assistance. Please note that changing your Direct De Payable Customer Service at <u>acctspay@</u> , enter the last 4 digits of your social securi *Please DO NOT use the Google Chron	<u>a uaa edu</u> noting that you recently updated your Direct Deposit information with Payroll and would like to have y by number to begin and end the process. Also, have your bank routing and account number(s) available. te browser.		
assistance. Please note that changing your Direct De Payable Customer Service at <u>acctspay@</u> enter the last 4 digits of your social securi "Please DO NOT use the Google Chron Name	a use edg noting that you recently updated your Direct Deposit information with Payrol and would like to have y by number to begin and end the process. Also, have your bank routing and account number(s) available.		
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assistance. Please note that changing your Direct De Payable Customer Service at acctspavig. enter the last 4 digits of your social securi "Please DO NOT use the Google Chron Name *Password Login	a us edg noting that you recently updated your Direct Deposit Information with Payrol and would like to have y by number to begin and end the process. Also, have your bark routing and account number(s) available.		
assistance. Please note that changing your Direct De Payabe Customer Service at acctsavity enter the tait A rights of your obcols secon *Please Do HOT use the Geogle Chron Name *Password ···· Login	a us edg noting that you recently updated your Direct Deposit information with Payrol and would like to have y by number to begin and end the process. Also, have your bark routing and account number(s) available.		



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

		Welcome: Logout
Administration	THE UNIVERSITY OF	
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 payrol did new accounts are set up and adiocations are made in a timely manner, please allow 5 business days before the payrol dids. All changes will be applied to deposit will receive their pay on a payroll debt card. Employees who would like to direct deposit part or all of their pay to a payroll debit card must complete the <u>agreement form</u> and submit it to the Human Re- received their final pay from the University.	rect deposit. Employees' pay will be deposited each payday into the U.S. Ban he next available payol. Employees who do not provide the University with it sources Service Center, Employees who leave the University must keep their	ik account(s) of their choice. To ensure bank account information for direct accounts active until they have
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 transistance. Please note that changing your Direct Deposit information with Payroll will not automatically update your Employee Reimbursement Direct Deposit information Payrole Culturer Service at adjuncting that your centry update your Employee Information with Payroll and you difference of the state of th	service. Please contact the Human Resources Service Center at 205.348.773 tion with Accounts Payable. To update Employee Reimbursement Direct Depc r Accounts Payable Information updated as well. <u>Password Requirement</u> . For	32 or email <u>hrsvctr@ua.edu</u> for sit information, please email Accounts r added security, you will be required to
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 <u>acctspay@fa.ua.edu</u> 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
Password



Existing Direct Deposits

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

Pay to the order of:	EX.	AMPLE		1										
234567	12345678910		\square											
9 digit Routing Number	Account Number (1-17 digits	s) Check Number (do not Inclu	ude)											
***If you are u the correct ba The University	ncertain of your ba nk routing number y allows a maximur	ank routing and/or account n and your account number for m of three accounts. One of	umber(s), plea or your bank, yo which must be	se contact your financial ins our funds will direct deposit Primary and up to two mon	titution. **Please No to your bank account etary allocations. Pl	ote**The ban nt. lease use the	k name that form below	appears in self-	service may differ from the delete banking information.	bank name on y	our check or d	eposit slip. Howe	ver, as long as yo	u provide
Existing Dire	ect Deposits													
Delete Acct	Edit Amount	Bank	Acct Type	Bank Routing Number	Bank Acct Num	Amount	Account	Activity Date						
			Checking				-		-					
			Checking											
•			Checking					1 - 2						
•			Checking					1 - 2						
New Primary	Account		Checking					1-2				_	_	
New Primary 9 digit routing	Account		Checking	×	_		_	1-2		_	_	_	_	
New Primary 9 digit routing Ba	Account		Checking	K		_	_	1-2		-	-	-	-	
New Primary 9 digit routing Ba Ac Verity Ac	Account p.number nk Name count No count No		Checking	×		_		1-2		_	-	_	_	
New Primary 9 digit routing Ba Ac Verify Ac	Account a number nk Name count No count No ount Type Select 0	Checking or Savings V	Checking	×			_	1-2		-	-	_	-	
New Primary 9 digit routing Ba Ac Verify Ac Acco	Account a number nk Name count No count No ount Type Select (100	Checking or Savings v	Checking	ount			-	1-2		_	-	-	-	
New Primary 9 digit routing 8a Acc Verify Ac Acc	Account number nk Name count No count No count Type Setect C 100 on 1	Checking or Savings v % or Remaining Balance will	Checking	ount		-		1-2						
New Primary 9 digit routing 8a Acc Verify Ac Acc Add Allocati	Account number nk Name count No count No count Type Select C 100 on 1 a No	Checking or Savings V % or Remaining Balance wil	Checking	ount		•		1-2						
New Primary 9 digit routing 8a Ac: Verify Ac Acc Add Allocati Bank Rountin Bank 1	Account a number nk Name count No count No count Type Select C 100 on 1 100 on 1 100 on 1 100 on 1 100 on 1	Checking or Savings V	Checking	ount		•		1-2						
New Primary 9 digit routing 8 a Acc Verify Ac Acc Add Allocati Bank t Account	Account p.number nk.Name ceunt No ceunt No ceunt No on 1 g.Re lame at No	Checking or Savings % or Remaining Balance wil	Checking	ount		•		1-2						



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

			Checking	
			Checking	
New Prima	ry Account			
9 digit routir	ng number			
B	ank Name			
B	ccount No			
<u>B</u> <u>A</u> Verify A	ccount No			
B <u>A</u> <u>Verify A</u>	ccount No			
B <u>A</u> <u>Verify A</u> Ac	ccount No ccount No ccount No count Type S	elect Checking or Savings		
B <u>A</u> <u>Verify A</u> Ac	ccount No ccount No ccount No count Type S	elect Checking or Savings	nce to this account	



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

Account No	
Verify Account No	
<u>Amount \$</u>	
Account Type	Select Checking or Savings V
Bank Rounting No.	
Account No	
Verify Account No	
<u>Amount \$</u>	



Once All of Your Changes Have Been Made Select Submit

Submit Reset	•	

STEP 11

Review the Requested Changes are Correct

Please verify that chang	es listed in the box	below are	correct. If not, click CANCEL	CHANGES, and you will be	redirected to	o 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			
depository institut	on to debit my acc	ount(s) for gits of your	social security number and sion, or revisit this site.	a error. I understand that the date of birth then click SUBN	IT CHANGE	will be applied	on my next available payroll. I un iission, a confirmation email will t	terstand it is my responsibility to ver e sent to your Bama email address.	ify my account balance prior to	to drawing on my account. all will not discuss specific banking
To accept these terms changes. You may ver *Last 4 of your Socia *Date of Birth - mmd	fy your changes u I Security Number	r								
To accept these terms changes. You may ver *Last 4 of your Socia *Date of Birth - mmd	dy your changes u I Security Numbe	r								SUBMIT CHANGE



Click the Check Box Acknowledging the Terms of Agreement

	I, hereby authorize The University of Alabama to direct deposit (credit) in which case such notification shall become effective following receipt by The Univer depository institution to debit my account(s) for the purpose of correcting the error. It
To a chai	accept these terms, enter the last 4 digits of your social security number and date of bi nges. You may verify your changes upon submission, or revisit this site.
*La	st 4 of your Social Security Number
*Da	te of Birth - mmddyyyy- 01012014

STEP 13

Enter the Last 4 Digits of Your Social Security Number

 I, in which deposito 	hereby authorize The University of Alabama to direct deposit (credit) my ne case such notification shall become effective following receipt by The University of ry institution to debit my account(s) for the purpose of correcting the error. I unders
To accept the changes. You	ese terms, enter the last 4 digits of your social security number and date of birth the a may verify your changes upon submission, or revisit this site.
Date of Bir	th - mmddyyyy- 01012014



Enter Your Date of Birth

I. 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 Alabadepository 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

il addre	ss. For security	reasons, the	email will not	discuss s	pecific bar	nking	
				SL	BMIT CH	ANGES	



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



STEP 17

After Submission You Will See Your Changes

	_							_							
Instructions															
John Jones 124 Adam 50 Anywbare, N Pay to the order of: 2345678 9 digit		APLE Si Check													
Routing Number	Number (1-17 digits)	Number (do not includ	ie)												
*****	enters of your bank coutin	ing and/or account our	mber(e) plane		tituline ItDiseas No	to the bash	name that anne	in cell consists :	nou dillor from	he heely need			it alia. Liaunanu		
the correct bank	ertain of your bank routin routing number and you	ing and/or account num ur account number for	nber(s), please your bank, you	e contact your financial ins ur funds will direct deposit	titution. **Please No to your bank accour	ite**The bank nt.	name that appe	rs in self-service r	hay differ from t	he bank name	on your che	eck or depos	it slip. Howeve	er, as long as yo	ou provide
The University a	llows a maximum of thre	ee accounts. One of w	hich must be F	Primary and up to two mor	etary allocations. Ple	ease use the	form below to ac	d, edit or delete ba	nking information	on.					
Existing Direc	t Deposits														
Delete Acct	Edit Amount	Bank	Acct Type	Bank Routing Number	Bank Acct Num	Amount	Account Act	vity Date							
			Checking		-		01/	9/2017							
0	0		Checking				02/	5/2022							
				_				1.2							
								1.2							
Add Allocatio	2					-									
Bank Rounting	No														
Bank Na	me														
Account	No														
	No														
Verify Account	ts														
Verify Account Amour															
Verify Account Amour Account Ty	pe Select Checking or	Savings ~													
Verify Account Amour Account Ty	pe Select Checking or	Savings ~													Submit Re



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	S Reply	🖔 Reply All	\rightarrow Forward	•••
То				
AT 100				
Our records reflect that a change was made to your Payroll Direct Deposit Bank inform	ation. If you m	ade this change	no action is nee	eded
on your part. If you did not make this change, please contact the HR Service Center im	mediately.		,	
To update Employee Reimbursement Direct Deposit information, please email Account	ts Payable Cust	tomer Service at	acctspay@fa.ua	.edu
noting that you have recently updated your Direct Deposit information with Payroll an	d would like to	have your Acco	unts Payable	
information updated as well.				
HR Service Center Contact Information:				
1670 Ruby Tyler Parkway				
By Phone: 348-7732				
By email: <u>hrsvctr@ua.edu</u>				
This is an automated e-mail. Please DO NOT renly				
······································				

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	10000		-		01/09/2017			
			Checking		100			02/15/2022			
								1 -			



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	
		in the local sector.	Checking	and the second sec	100	-	1000	01/09/2017	
		had a first starting	Checking		100			02/15/2022	
								1 - 2	
Edit Allocatio	on 1								
Bank Routing	No			•					
Acco	unt								
Allocation A	Amt								
Account T	ma Chaelding								



THE UNIVERSITY OF ALABAMA[®] *Division of* Finance and Operations Human Resources