Banner Self-Service Direct Deposit
Instructions-New Employee

Accessing the Online Form
1. Log in to www.mybama.ua.edu using your myBama username and password.

   If you are unable to log in, please contact the HR Service Center at (205)348-7732 or hrsvctr@ua.edu.

2. Click the Employee tab; Navigate to the Banner Self-Service section (top, left corner); Click Employee Services; Click Pay Information; Click Direct Deposit.

3. Please read the Agreement for Direct Deposit Setup, and then enter the last 4 digits of your Social Security Number and click the Login button to proceed.
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 Compass PaySource Card. Contact Payroll Services for more information.

1. If no existing banking information displays, to setup a primary account, complete all fields in the Primary Account section.
   a. Enter the bank routing number, hit the Tab key, and the bank name will display.
   b. Enter the account number. For verification purposes, reenter the account number in the next field.
   c. Select the account type from the drop-down menu.
   d. If no other changes are necessary, click Submit at the bottom, right corner of the screen and continue with the Saving Changes section of this document.

Saving Changes
Once changes are submitted, you will have the opportunity to verify that those changes are correct.

1. If the changes listed are NOT correct, click Cancel Changes.

2. If the changes are correct, please read the Terms of Agreement and check the box if you agree.
3. Enter the last 4 digits of your Social Security Number and your Date of Birth.

4. To complete the process, click Submit Changes below the Terms of Agreement. Do NOT press enter. Enter will NOT complete the online process.

5. You should receive an email stating that changes have been made to your Payroll Direct Deposit information. The email will NOT list the changes.
6. Your changes will be applied to the next available payroll.