

# Banner Self Service Direct Deposit Instructions

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## Accessing the Online Form

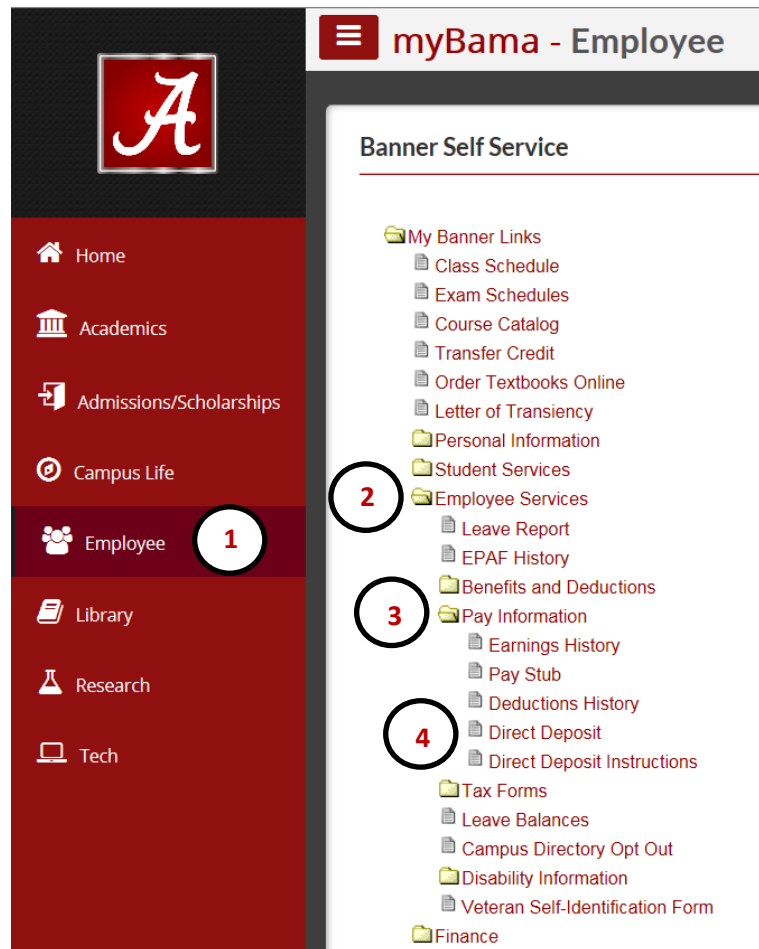
\*\*\* Available only on UA network or UA Wi-Fi\*\*\*

1. Log in to [www.mybama.ua.edu](http://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 [hrrsvctr@ua.edu](mailto:hrrsvctr@ua.edu).*

2. Click the Employee tab.
3. Navigate to the Banner Self Service section (top, left corner).
4. Click Employee Services.
5. Click Pay Information.
6. Click Direct Deposit.



- 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.

Name: John Smith  
 Password:   
 Login

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

Name: John Smith  
 CWID: 1234543211

**Instructions**

John Jones  
 124 Main Street  
 Anywhere, MA 02345

Date: \_\_\_\_\_

Pay to the order of: \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

**EXAMPLE**

123456789      1234567891011      0259

9 digit Routing Number      Account Number (1-17 digits)      Check Number (do not include)

\*\*\*If you are uncertain of your bank routing and/or account number(s), please contact your financial institution.

**Please Note**\*\*The bank name that appears in self-service may differ from the bank name on your check or deposit slip. However, as long as you provide the correct bank routing number and your account number for your bank, your funds will direct deposit to the correct account.

The University allows a maximum of three accounts. One of which must be Primary and up to two monetary allotments. Please use the form below to add, edit or delete banking information.

**Existing Direct Deposits**

Delete Acct	Edit Amount	Bank	Acct Type	Bank Routing Number	Bank Acct Num	Amount	Account	Activity Date
<input type="checkbox"/>		Your Bank Name here	Checking	12341234	****1234	-	Primary	09/28/2012

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For questions about the account(s) listed in the Existing Direct Deposits section, please contact Cindy Blakney at (205)348-8731 or [cblakney@fa.ua.edu](mailto:cblakney@fa.ua.edu).

### Primary Accounts

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. Contact Payroll Services for more information.

#### Adding Primary Accounts

- If no existing banking information displays, to setup a primary account, complete all fields in the Primary Account section.
  - Enter the bank routing number, hit the Tab key, and the bank name will display.
  - Enter the account number. For verification purposes, reenter the account number in the next field.
  - Select the account type from the drop-down menu.

**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

- 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.

Note: Primary accounts may be replaced, but not deleted. To replace a Primary account with a payroll debit card, please contact the HR Service Center at (205)348-7732 or [hrrsvctr@ua.edu](mailto:hrrsvctr@ua.edu).

## Allocation Accounts

The University allows a maximum of 3 accounts, one of which must be Primary and up to 2 monetary allocations.

### Adding Allocation Accounts

1. To add monetary allocations, complete the appropriate Add Allocation section.

**Add Allocation 1**

Bank Routing No

Bank Name

Account No

Verify Account No

Amount \$

Account Type

- 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. Enter the dollar amount in the Amount field.
  - d. Select the Account Type from the drop-down menu.
2. To add a second Allocation, repeat.
  3. 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.

### Editing Allocation Accounts

Only the Amount field may be edited.

1. On the account line you wish to edit, check the box under the Edit Amount heading.
2. The edit box will display. Enter the new allocation amount.
3. If no other changes are necessary, click Submit at the bottom right corner of the screen.

### Deleting Allocation Accounts

1. On the account line you wish to delete, check the box under the Delete Acct heading.
2. If you do not wish to replace the account and 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.

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.

**Terms of Agreement**

I 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 my next available payroll. I understand it is my responsibility to verify my account balance prior to drawing on my account. 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. To accept these terms, enter the last 4 digits of your social security number and 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 - mmmddyyyy-01012014

SUBMIT CHANGES

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.