

Editing a Direct Deposit

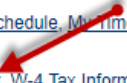
Log into UTShare/PeopleSoft

Click on the Direct Deposit link under Payroll & Compensation

Employee Self-Service

Personalize: Content | Layout

Time Reporting
[Absence Balances](#), [Monthly Schedule](#), [My Time Summary](#)

Payroll & Compensation 
[View Paycheck](#), [Direct Deposit](#), [W-4 Tax Information](#), [View W-2/W-2c Forms](#), [Online W-2 Consent](#)

My Career

Personal Information
[My Current Profile](#), [Personal Information Summary](#)

Benefits
[My UT Benefits](#), [Teachers Retirement System](#), [UT OEB](#), [UT Retirement Manager](#)

Employee Leave Summary

Leave Type	Duration
Vacation Leave	254.00 Hours
Sick Leave	306.75 Hours
Straight Comp	143.75 Hours

[Details](#)

UTSA Business Solutions Center

Total Contracts Manager

Rowdy Exchange

Rowdy Exchange Training Snippets
[Copying a Requisition to a New Cart](#)
[Creating Receipts](#)
[Shopping for Non-Catalog Items](#)
[Adding an Attachment to a Requisition](#)
[Approving Requisitions](#)

Xtender

UTSA Announcements

Human Resources

- [REMINDER: Notice to all benefits eligible employees regarding Vacation Leave Balances](#)
- [IMPORTANT - Pay Advice ESS Instructions](#)
[More...](#)

Finance

- [Disbursements & Travel Services \(DTS\) Training Materials](#)
[More...](#)

System Announcements

- [Leave Accrual Availability](#)
- [Paycheck View Availability](#)
- [Timesheet Deadlines](#)
- [Retrieving and Understanding Your Compensatory Time Balances](#)
[More...](#)

[Feed](#)

[Finance](#) | [Human Resources](#) | [System Announcements](#)

My Reports

Report	Folder
UTZHT102	General
	2017-10-22-23.16.4
UTZ_HT102 - UTZ_HT102.pdf	General
	2017-10-22-23.15.5
UTZHT102	General
	2017-10-21-23.16.4
UTZ_HT102 - UTZ_HT102.pdf	General
	2017-10-21-23.15.4
UTZHT102	General
	2017-10-20-23.16.5

[Report Manager](#)

Click on the Edit button of the account you want to modify

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order		
Checking	<input type="text"/>	<input type="text"/>	Amount	\$90.00	1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Checking	<input type="text"/>	<input type="text"/>	Balance		999	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>



[Return to UTZ Employee SS](#)

If changing banks you will need to enter a new routing number – if you are just changing Account Numbers you would enter that. You then need to “Acknowledge the terms of Direct Deposit”

[Favorites](#) | [Main Menu](#) > [Employee Self Service](#) > [Payroll and Compensation](#) > [Direct Deposit](#)

[Employee Self-Service](#) | [myUTShare](#)

Direct Deposit

Change Direct Deposit

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

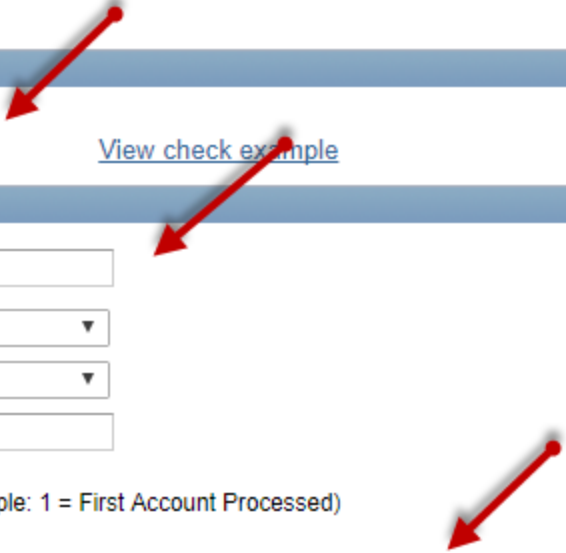
*Deposit Type:

Amount or Percent:

*Deposit Order: (Example: 1 = First Account Processed)

* Required Field

[Return to Direct Deposit](#)



payments in the financial institution(s) to the account(s) designated of which I am an authorized user and/or signer. I authorize the **University** to initiate debit entries to my account(s) for the purpose of correcting a previous deposit and authorize my **Financial Institution** to accept any credit or debit entries initiated by the **University**.

I understand it is my sole responsibility to verify with my financial institution the receipt of my payroll direct deposit funds prior to use of such expected funds. The **University** is not liable for any fees associated with insufficient fund charges.

This authorization is to remain in effect until the **University** has received a change action in such time and in such manner as to afford the **University** and **Financial Institution** reasonable opportunity to act on it. I also understand it is my responsibility to immediately update my direct deposit information if I become aware of any changes in status or banking information.

I understand that submitted direct deposit actions (new, changes, and stops) may take effect on the next payroll processing date, not the current payday.

Every employee may have a combination of direct deposits to three separate accounts and/or financial institutions.

If you need a Spanish version of these directions, please contact your Payroll Office.

Si necesita una versión en español de este acuerdo por favor póngase en contacto con la oficina de nómina (Payroll).

Thank you



After you click on Accept – it will return you to the previous page and you will be able to Submit the document. Click on the Submit button

Direct Deposit

Change Direct Deposit

Your Bank Information

Routing Number:

[View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

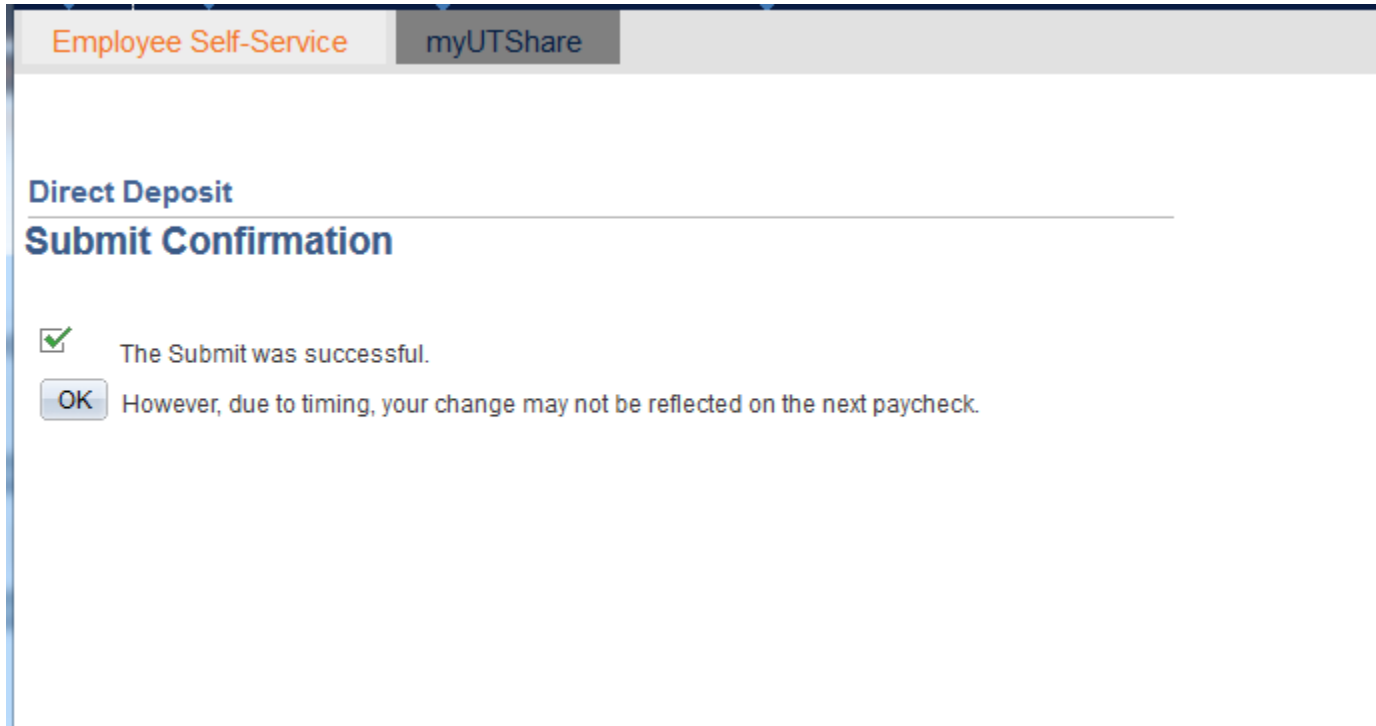
Amount or Percent:

*Deposit Order: (Example: 1 = First Account Processed)

* Required Field

|

You will receive a notice that submit was successful – Click OK



The screenshot shows the top navigation bar with "Employee Self-Service" and "myUTShare" tabs. Below the navigation bar, the page title "Direct Deposit" is followed by a horizontal line and the sub-header "Submit Confirmation". A green checkmark icon is positioned to the left of the text "The Submit was successful.". Below this text is a button labeled "OK" followed by the text "However, due to timing, your change may not be reflected on the next paycheck."

You can now Sign out of the application