Creating Your Direct Deposit

Log into UTShare/PeopleSoft

To do this – from the UTSA.Edu page click on My UTSA
Click on the UTShare/PeopleSoft Link
Type SA in the “Enter Organization Name” and hit the Enter button.
Key in your AB123 and Password
Click on the Login Button

Login to
my.utshare.utsystem.edu

myUTSA ID

Password

Forgot your password?
Need Help?
Acceptable Use Policy

For security reasons, please exit your Web browser and/or log out completely when you are done accessing services that require authentication, especially if you are using a public computer or kiosk.

This is a logon server for multiple web services, please do not bookmark this page.

This computer application is the property of The University of Texas at San Antonio. Improper or unauthorized use of this application may lead to criminal prosecution or other disciplinary action. Use of this application, authorized or unauthorized, constitutes consent to monitoring of the system and the user’s acknowledgement of accountability and responsibility.
Click on the Direct Deposit link under Payroll & Compensation
Click on the Add Account button

**Direct Deposit**

Review, add or update your direct deposit information.

Click on the Add Account button

[Return to UTZ Employee SS](#)
1 – Enter your Bank Routing Number

2 – Enter your Account Number

Your routing and account numbers can be found at the bottom of your check. Or look for your information on your banks website. Your account number is not your debit card number.

3 – Enter the Account type – Checking or Savings

4 – Enter Balance as the Deposit Type

5. Acknowledge the terms of using Direct Deposit and click on Accept button (6.)

7. Submit
6. See next page for the Acknowledgements and click the Accept Button
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:**  
  - Checking  
- **Deposit Type:**  
  - Balance  
- **Amount or Percent:** ____________
- **Deposit Order:** 999  
  *(Example: 1 = First Account Processed)*

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

Direct Deposit
Submit Confirmation

The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

You have successfully created your direct deposit –
You can now sign out of PeopleSoft