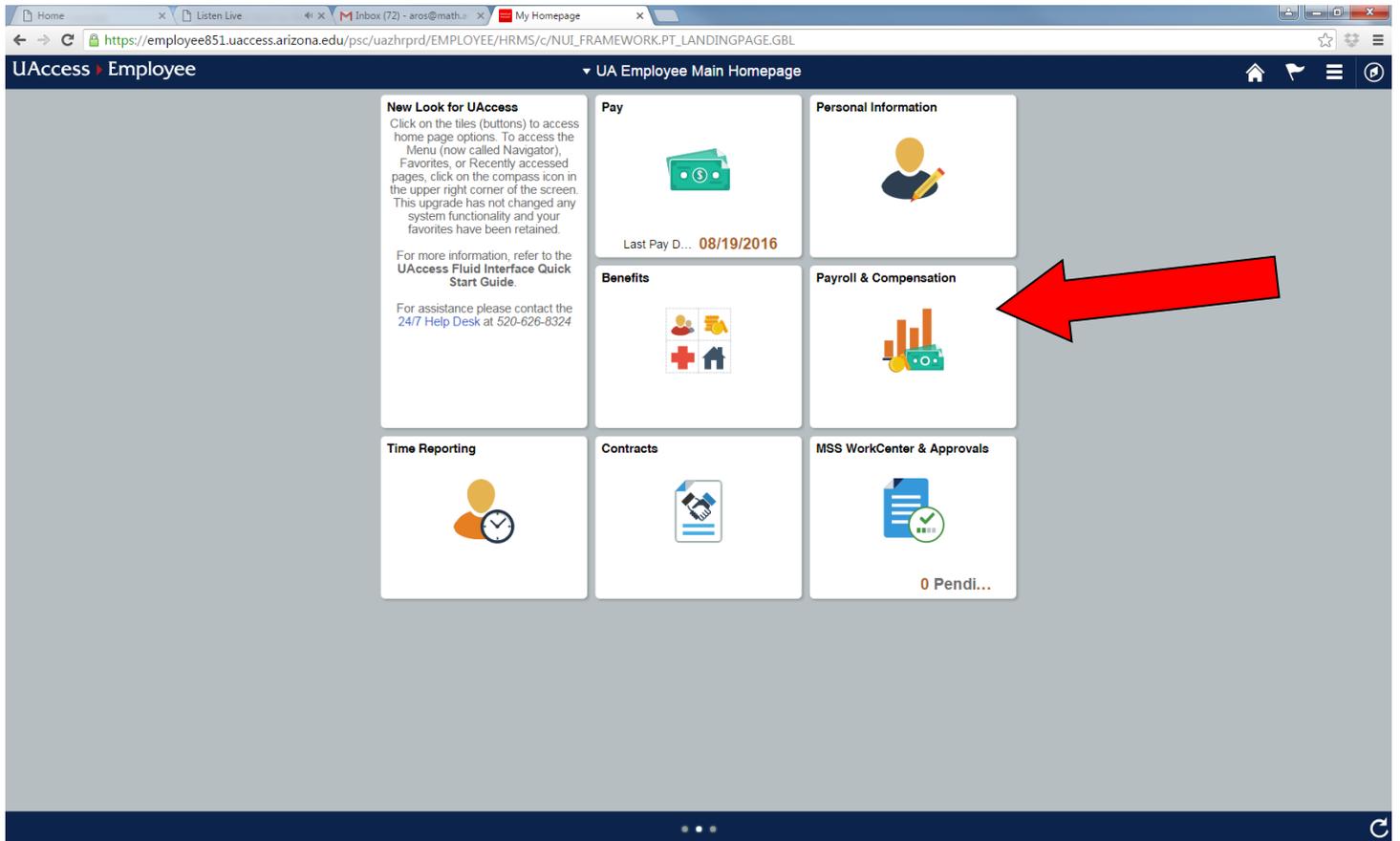


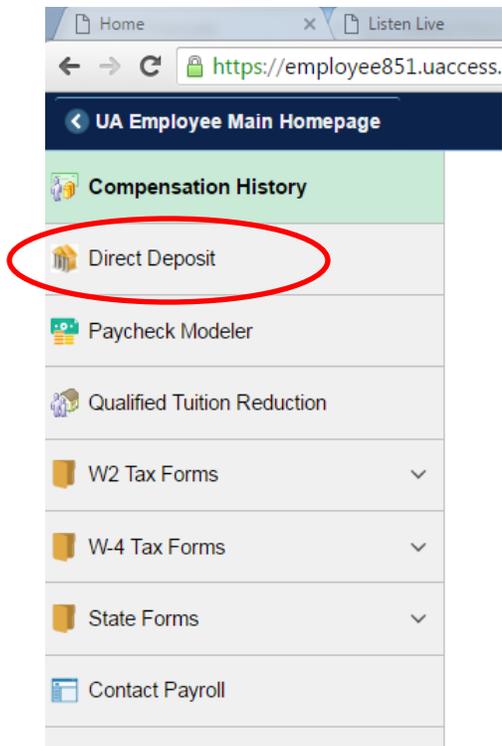
# DIRECT DEPOSIT INSTRUCTIONS

Go to the UAccess homepage (<http://uaccess.arizona.edu/>) and click on Employee / Manager Self Service

1. Log in with your Net ID and Password
2. From your UA Employee Main Homepage select the Payroll & Compensation tile



3. From next screen click on the Direct Deposit tab located on the left side



4. Then Click on Add Account

5. You will need to provide your Banking Institutions Routing number, Account number and select the account type. You can obtain this information from a personal check associated with your account or you can contact your Banking Institution directly. Step 8 has an example of where you can find this information on a personal check from your bank.

UA Employee Main Homepage Payroll and Compensation Tile

Direct Deposit  
Add Direct Deposit

**Your Bank Information**

\*Routing Number

**Distribution Instructions**

\*Account Number   
Retype Account Number

\*Account Type

\*Deposit Type

\*Amount

\*Deposit Order  (example: 1 = first account processed, up to 5)

Submit

\* Required Field  
[Return to Direct Deposit](#)

6. After you have entered the required information please click on Submit so the information is saved.

7. You can add multiple accounts if you would like to distribute your check to multiple banking institutions or accounts. If you choose this option you will have to enter how much money you want deposited to the first account and the second account should be set up to receive the balance of your check. Please see the example below

UA Employee Main Homepage Payroll and Compensation Tile

Direct Deposit

Review, add or update your direct deposit information.

**Direct Deposit Details**

Account Type	Routing Number	Account Number	Deposit Type	Amount	Deposit Order	Change	Remove
Checking	[REDACTED]	[REDACTED]	Amount	\$100.00			
Checking	[REDACTED]	[REDACTED]	Balance of Net Pay	999			

What's Balance?

Add Account

## 8. Check Example

Home Listen Live Inbox (73) - aros@math.a Direct Deposit

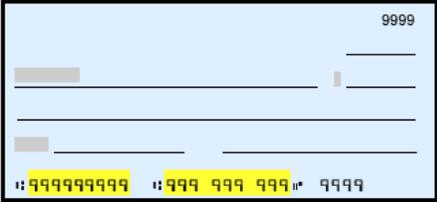
https://employee851.uaccess.arizona.edu/psc/uazhrprd/EMPLOYEE/HRMS/c/NUI\_FRAMEWORK.PT\_AGSTARTPAGE\_NUI.GBL

UA Employee Main Homepage **Payroll and Compensation Tile**

- Compensation History
- Direct Deposit**
- Paycheck Modeler
- Qualified Tuition Reduction
- W2 Tax Forms
- W-4 Tax Forms
- State Forms
- Contact Payroll

### Check Example

The Routing Number and Account Number can be obtained from your check. At the bottom of a check, there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number.



1 2

1 - Routing Number  
2 - Account Number

Return