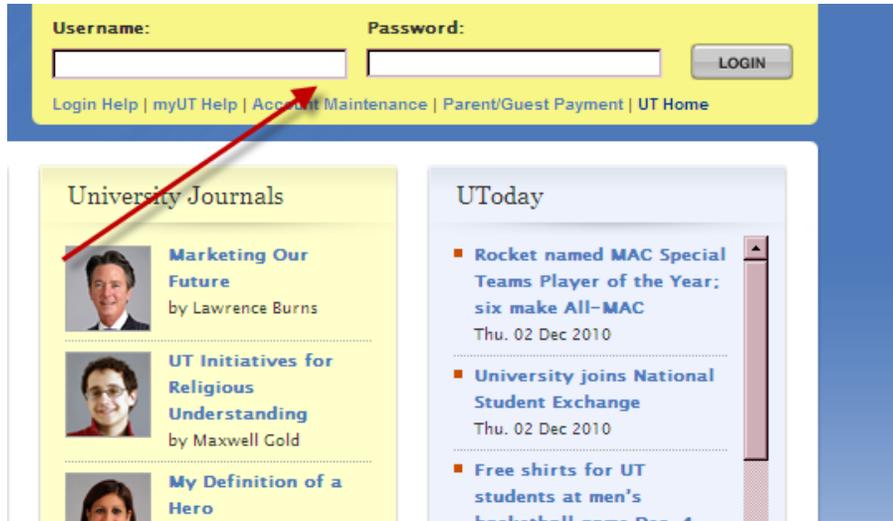


# Updating Direct Deposit Information in Self Service

## Step One:

Log into your myUT account to access your personal information in Self Service.



On the Employee Tab you will select the *Direct Deposit Information* link:



## Step Two:

Your current direct deposit information will populate on the main screen. To change your information you click on the link to *Update Direct Deposit Allocation*:

Personal Information Employee

Search  Go [RETURN](#)

### Direct Deposit Allocation

The following accounts are listed in the order in which your pay has been distributed. See [HELP](#) for information on how to change your direct deposit a

There are no payroll records with direct deposit information.

**Proposed Pay Distribution:**

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution
FIFTH THIRD BANK	041200050	123456789	Checking	1	100.00%	1,582.78
Total Net Pay						1,582.78

[Update Direct Deposit Allocation](#)

[ [Earnings History](#) ]

RELEASE: 8.3.0.1

## Step Three:

Enter the bank information needed to update your allocation and click on the save button:

Personal Information Employee

Search  Go

### Update Direct Deposit Allocation

Select a bank name to change an existing record, or select different priorities and the reorder button to change the order of existing r  
account information to add a direct deposit, then choose Save.

**Allocation:**

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
<a href="#">FIFTH THIRD BANK</a>	041200050	123456789	Checking	1	100.00%	Active

\* - indicates a required field.

**Add Allocation:**

Bank Routing Number: \*

Account Number: \*

Account Type:

Remaining Amount:

Amount or Percent:

[Direct Deposit Allocation](#)

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## Step Four:

Change any reordering of accounts necessary to make the account in which remaining deposits has the last priority:

Personal Information Employee

Search

## Update Direct Deposit Allocation

Select a bank name to change an existing record, or select different priorities and the reorder button to change the order of existing records. Account information to add a direct deposit, then choose Save.

### Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
<a href="#">PNC BANK, OHIO</a>	041000124	456789	Checking	1	\$50.00	Prenote
<a href="#">FIFTH THIRD BANK</a>	041200050	123456789	Checking	2		Remaining Active

\* - indicates a required field.

You should then see that your changes have been successfully applied.