You can update your direct deposit information through myUAH:

Instructions:

[https://my.uah.edu](https://my.uah.edu/) - click on this link

Scroll down and under Banner Links  - click Self Service Banner (V.9)

Click Employee

This will take you to your dashboard

Click Direct Deposit Allocation

You will see your current banking – If you would like to make a change enter new banking information in the section Proposed Pay Distribution

Right hand corner - on the gray bar you – you will see Delete or Add new

A box will pop up for you to create from an existing account or create new – make a choice

This will allow you to make the changes – click save new deposit

This will take you to the page for you to update your information

Once completed, lower left – you have to check the box to authorize the change and save the changes (lower right corner)

Also, attached is the link to the paper form of the direct deposit form.  If you choose this option, please return the form in person to the Payroll Office. You must bring a valid Charger ID with you.

<https://www.uah.edu/images/administrative/finance/payroll/direct-deposit-authorization-form.pdf>