Work Instructions for Changing Direct Deposit Bank information for Employees

Step One
Log into Catalyst

Step Two
Navigate to the “My Finances” Tab
Step Three

Employees wishing to change their direct deposit information will click on the Direct Deposit Bank Accounts.
The bank accounts currently established in payroll will appear. If you wish to change this account number, click on the EMPLOYEE SELF-SERVICE PORTAL button.

<table>
<thead>
<tr>
<th>ACCOUNT INQUIRY</th>
<th>ACCOUNT SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Deposit</td>
<td>Enroll In Payment Plan</td>
</tr>
<tr>
<td>1098t Tax Form</td>
<td>Student Permission</td>
</tr>
<tr>
<td></td>
<td>Bank Accounts</td>
</tr>
</tbody>
</table>

**My Bank Accounts**

**Bank Account Summary**

Listed below are the bank accounts associated to you. To add, update, delete, or view account details, please proceed to the Employee Self-Service portal. Any changes made there will be reflected here within 24 hours.

<table>
<thead>
<tr>
<th>Bank Account Summary as of 07/25/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account Nickname</td>
</tr>
<tr>
<td>Payroll Account</td>
</tr>
</tbody>
</table>

A new tab will open for the UCFlex Enterprise Portal. Log in using your UserId and Password.
Step Four
Log into UC Flex

Step Five
Click on the Employee Self-Service tab.

Step Six
Find the Personal Information block and click on the link.
Step Seven

Click on Personal Profile to open the page.

To add Bank Information, click on the Add button. To change Bank Information click on the pencil.
Step Eight

The edit page will appear. You must enter the last four digits of your social security number before you can make changes to the bank account information. When complete, click the Save button.

**Please enter the last four digits of your social security number for verification.**

For verification purposes, first enter the last four digits of your social security number. Then make your desired changes to your Bank Information. Repeated attempts using the wrong digits will result in the locking of your user ID.

**Bank Data**

- **Routing Number**: 041900124
- **Account Type**: Checking
- **Account Number**: ****3715
- **Payment Method**: Employee Direct Deposit
- **Currency**: USD

***NOTE: It will take 24 hours for the bank account information to be updated in Catalyst***