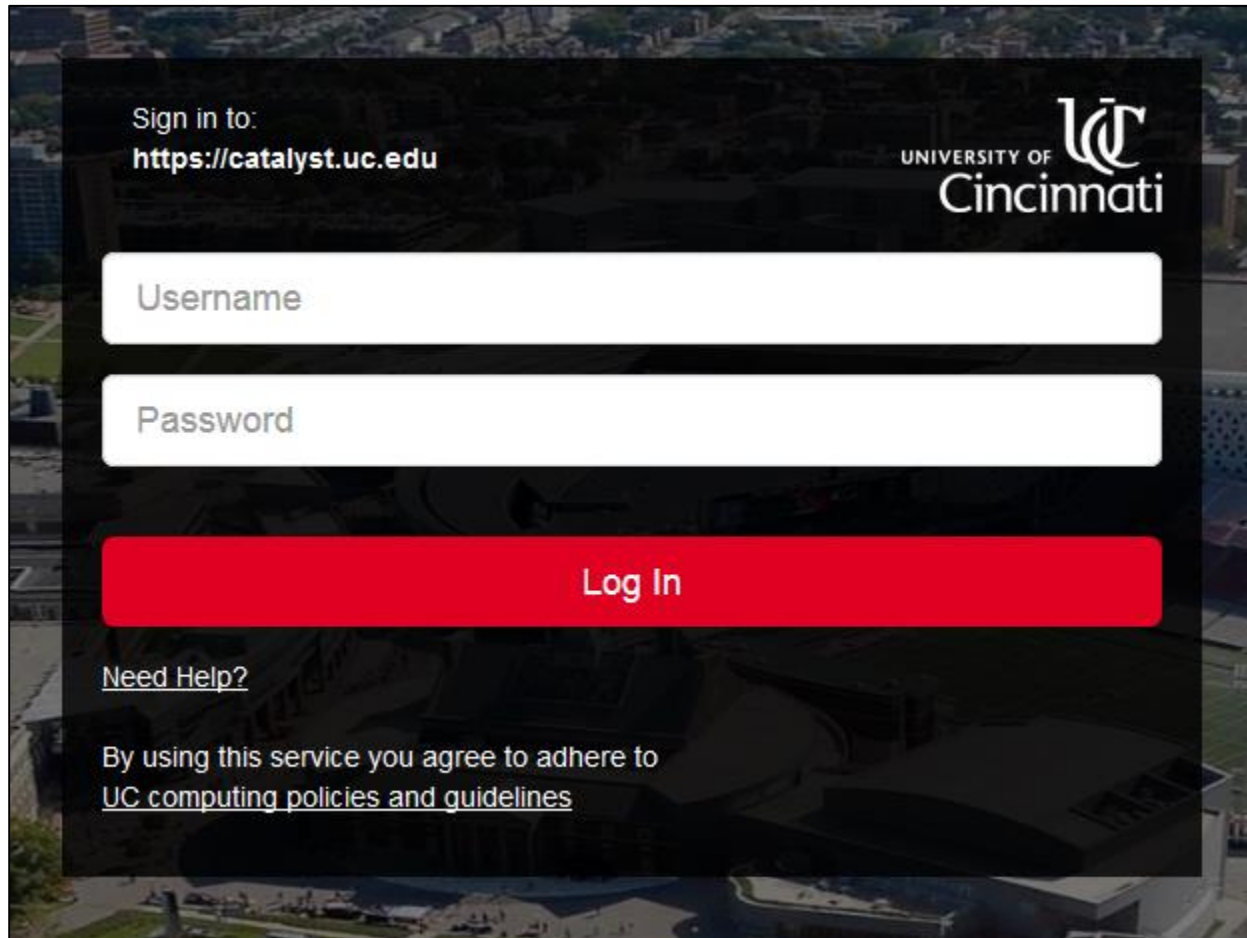


## Work Instructions for Changing Direct Deposit Bank information for Employees

### Step One

Log into Catalyst



Sign in to:  
<https://catalyst.uc.edu>

UNIVERSITY OF  
Cincinnati

Username

Password

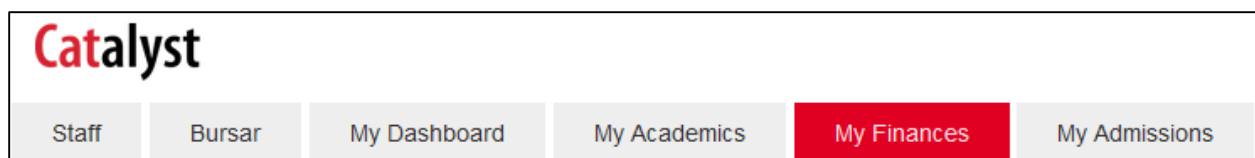
Log In

[Need Help?](#)

By using this service you agree to adhere to  
[UC computing policies and guidelines](#)

### Step Two

Navigate to the "My Finances" Tab







Catalyst

Staff   Bursar   My Dashboard   My Academics   **My Finances**   My Admissions

### Step Three

Employees wishing to change their direct deposit information will click on the Direct Deposit Bank Accounts.

Billing Information	
Tuition and Fee Rates Tuition and Fee Rates	
<b>Direct Deposit Bank Accounts</b> Direct Deposit Bank Accounts	
Direct Deposit Enrollment Direct Deposit Enrollment	
Payment Plan Enrollment Payment Plan Enrollment	
Health Insurance Waiver Status Health Insurance Waiver Status	
Right to Know Information Right to Know Information	
Office of the Bursar Office of the Bursar	

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.

ACCOUNT INQUIRY
ACCOUNT SERVICES

[Direct Deposit](#)
[Enroll In Payment Plan](#)
[1098t Tax Form](#)
[Student Permission](#)
[Bank Accounts](#)

### My Bank Accounts

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**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.

**Bank Account Summary as of 07/25/2016**

Bank Account Nickname	Bank Account Type	Account Number		
Payroll Account	Checking	XXXXXX3715		

EMPLOYEE SELF-SERVICE PORTAL

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**Account Inquiry**

**Account Services**

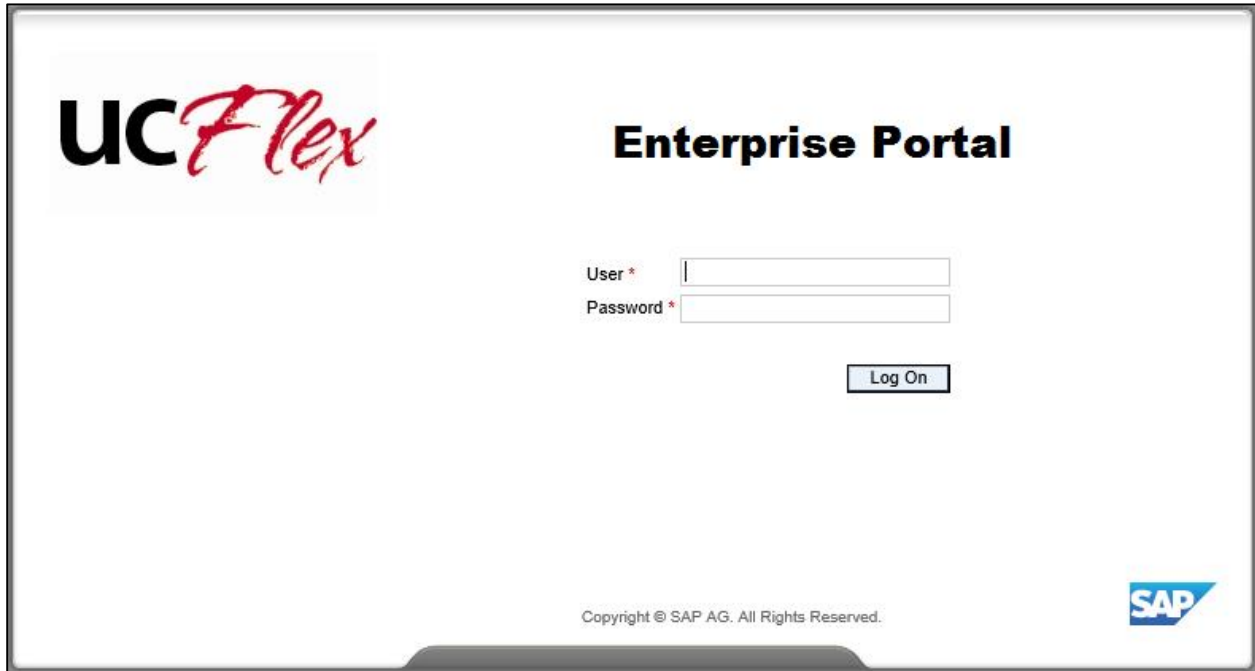
[Direct Deposit](#)
[Enroll In Payment Plan](#)
[1098t Tax Form](#)
[Student Permission](#)
[Bank Accounts](#)

▼
▶▶

A new tab will open for the UCFlex Enterprise Portal. Log in using your UserId and Password.

## Step Four

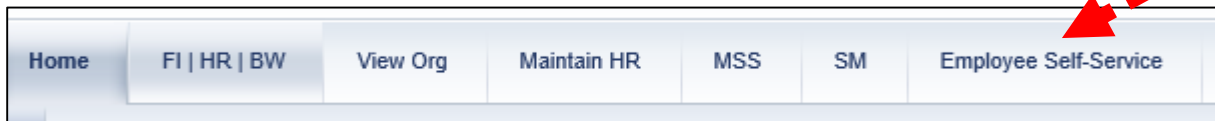
Log into UC Flex



The screenshot shows the UC Flex Enterprise Portal login page. On the left is the UC Flex logo. On the right is the text "Enterprise Portal". Below this, there are two input fields: "User \*" and "Password \*". A "Log On" button is positioned below the password field. At the bottom center, it says "Copyright © SAP AG. All Rights Reserved." and on the bottom right is the SAP logo.

## Step Five

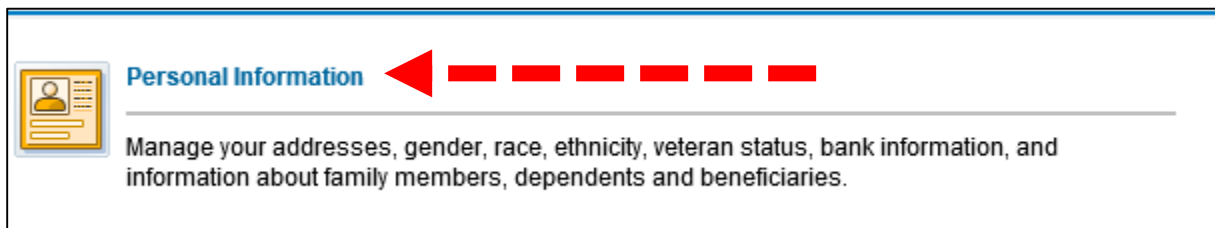
Click on the Employee Self-Service tab.



The screenshot shows a horizontal navigation bar with several tabs: "Home", "FI | HR | BW", "View Org", "Maintain HR", "MSS", "SM", and "Employee Self-Service". A red dashed arrow points to the "Employee Self-Service" tab.

## Step Six

Find the Personal Information block and click on the link.



The screenshot shows a "Personal Information" block. It features a person icon on the left, the text "Personal Information" in blue, and a red dashed arrow pointing to the text. Below this, a horizontal line separates the header from the description: "Manage your addresses, gender, race, ethnicity, veteran status, bank information, and information about family members, dependents and beneficiaries."


## Step Seven

Click on Personal Profile to open the page.

### Employee Self Service Area Page

Back

▼



#### Personal Information

[Personal Profile](#) ←

View or change your address, family members, dependents, beneficiaries and bank details.

[Gender, Ethnicity, Race and US Veterans Status](#)

View or change your gender, ethnicity, race, disability and US military personal data.

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


### Personal Profile


▼ **Personal Data**

Full name:  
Date of birth:  
Gender: Female


▼ **Addresses**

**Permanent residence (Valid For All Personnel Assignments)**

Street Name:   
City:  
Telephone Number:

▼ **Bank Information**  ←

**Main bank (Valid For All Personnel Assignments)**



Payee: .....  
Bank name: PNC BANK, OHIO  
Bank Account: \*\*\*\*\*3715 

## 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.

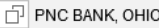
### Edit Main bank, Valid For All Personnel Assignments

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

\* Last Four Digits:   

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 userID.

#### Bank Data

Payee:	<input type="text"/>
Postal Code:	<input type="text" value="45238"/>
City:	<input type="text" value="Cincinnati"/>
Country:	<input type="text" value="USA"/>
Routing Number:	<input type="text" value="041000124"/> 
Account Type:	<input type="text" value="Checking"/>
Account Number:	<input type="text" value="*****3715"/>
* Payment method:	<input type="text" value="Employee Direct Deposits"/>
Currency:	<input type="text" value="USD"/>

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