

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 pop up on the main screen. To change your information, click on the link to *Update Direct Deposit Allocation*.

Step Three:

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

Step Four:

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

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