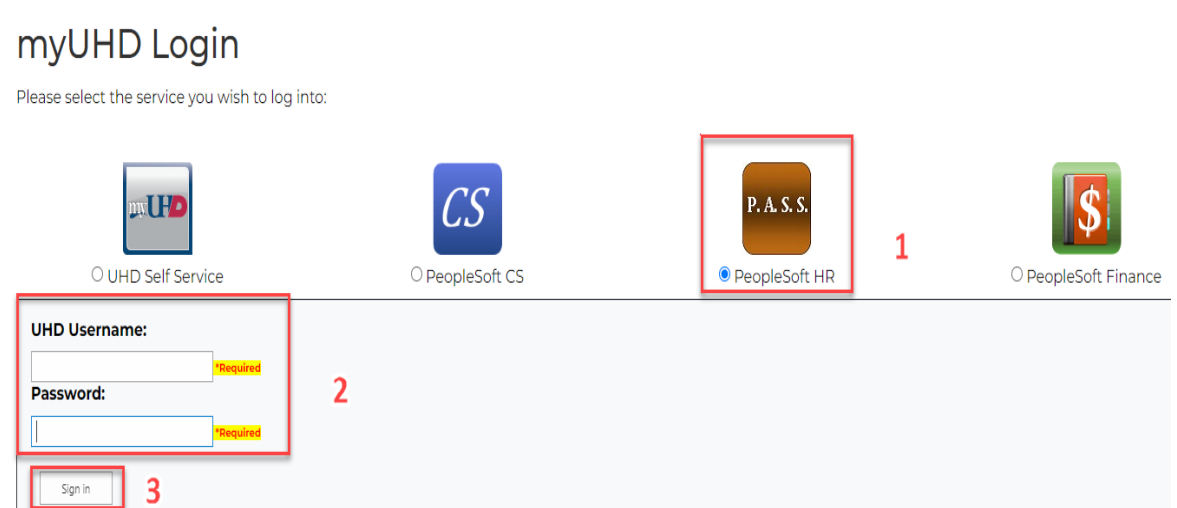
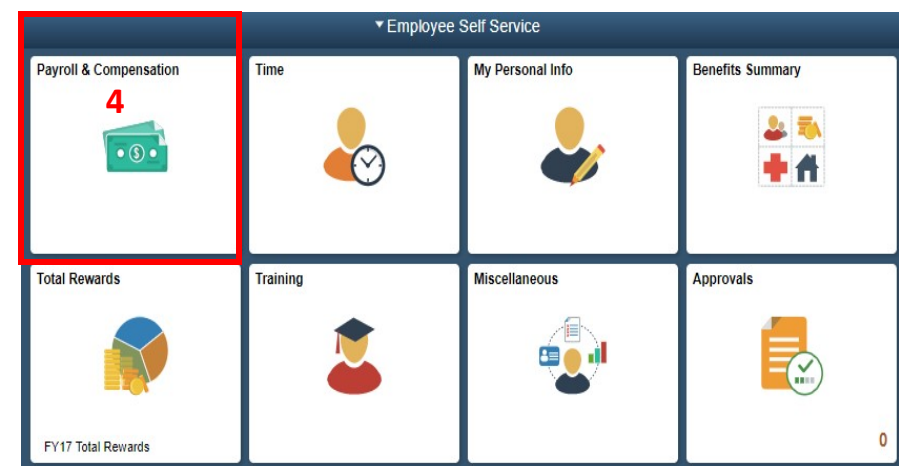
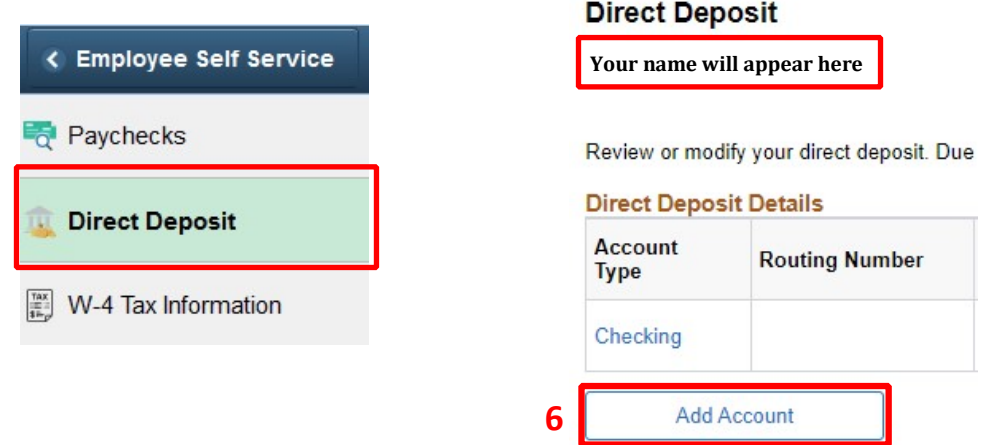


<p>Go to the myUHD Login page.</p> <p>1. Select P.A.S.S. or PeopleSoftHR.</p> <p>2. Login with your User ID and Password</p> <p>3. Click Sign In.</p>	 <p>myUHD Login</p> <p>Please select the service you wish to log into:</p> <p> <input type="radio"/> UHD Self Service <input type="radio"/> PeopleSoft CS <input checked="" type="radio"/> P. A. S. S. 1 <input type="radio"/> PeopleSoft Finance </p> <p> UHD Username: <input type="text"/> *Required Password: <input type="password"/> *Required 2 </p> <p><input type="button" value="Sign In"/> 3</p>				
<p>4. Click the Payroll & Compensation tile.</p>	 <p>Employee Self Service</p> <p> <input checked="" type="checkbox"/> Payroll & Compensation 4 Time My Personal Info Benefits Summary </p> <p> Total Rewards Training Miscellaneous Approvals 0 </p>				
<p>5. Click on Direct Deposit.</p> <p>6. Click Add Account to add an account.</p>	 <p>Employee Self Service</p> <p> <input checked="" type="checkbox"/> Direct Deposit 5 Paychecks W-4 Tax Information </p> <p>Direct Deposit</p> <p>Your name will appear here</p> <p>Review or modify your direct deposit. Due</p> <p>Direct Deposit Details</p> <table border="1"> <thead> <tr> <th>Account Type</th> <th>Routing Number</th> </tr> </thead> <tbody> <tr> <td>Checking</td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Add Account"/> 6</p>	Account Type	Routing Number	Checking	
Account Type	Routing Number				
Checking					

7. Before you are able to make a change, as an added security feature, you **must** confirm the information of your **primary** account.

As an added security feature, you must first verify the routing number and account number of your 'primary' account (this may be your only account, or the account in which the majority of your paycheck is deposited, out of several that you have set up) before making any changes to your direct deposit.

For assistance, please contact the Payroll Department or the [Direct Deposit](#) page.

7 Routing Nbr
Account Nbr

[View Check Example](#)

8. Enter the bank routing number.
9. Enter the account information and select Account Type and Deposit Type.

10. Read the direct deposit information and select the check box to indicate authorization and click Submit.

You will only be able to make a change to your direct deposit information once a day.

Direct Deposit

Add Direct Deposit

Your name will appear here

Your Bank Information

8 Routing Number

[View Check Example](#)

Distribution Instructions

9 Account Number
Retype Account Number
*Account Type
*Deposit Type
Amount

**Please note: If this is a secondary account, the deposit order cannot be 999. Enter any other 3 digits.*

*Deposit Order (Example: 1 = First Account Processed)

10 Check this box to acknowledge authorization above and enable saving changes.

*****If you are making a change to your primary account please know you cannot delete it. You can only edit and replace the routing and account number.**