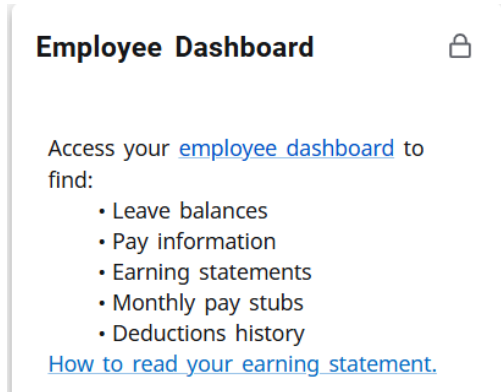
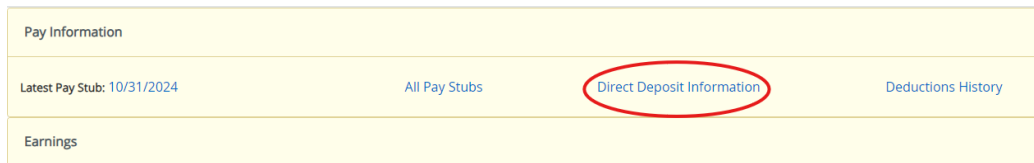


To change/update your direct deposit:

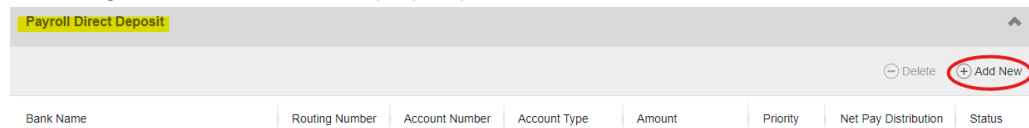
1. Login to [MyUO](#) with your DuckID and password.
2. Click the “Employee Dashboard” link to access the employee self-service dashboard



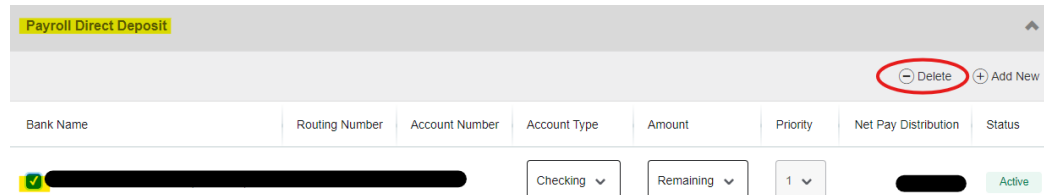
3. Under Pay information, click the “Direct Deposit Information” link



4. Under Payroll Direct Deposit:
 - a. To add a new account, click the +Add New button in the header, then enter banking information in the pop-up window



- b. To remove an account, select the checkbox of the account, then click the - Delete button in the header



- c. To change pay distribution between multiple accounts, update the pull-down fields under Amount

Account Type	Amount	Priority
Savings	20%	1
Checking		

avroll. Future distributions may vary based on income tax status and amounts.

Use Remaining Amount
 Use Specific Amount
 Use Percentage
20 %

d. Note: One account must have "Use Remaining Amount" selected.

Amount
20%
Remaining
<input checked="" type="radio"/> Use Remaining Amount

5. In the gray bar at the bottom of the page, check the box to authorize UO to initiate Direct Deposit, then click Save Changes

By checking this box, I authorize the University of Oregon to initiate direct deposit to my bank account, to request the return of any funds to which I am not entitled, and verify that funds deposited will not ultimately be transferred to another bank outside the U.S.

Cancel Changes