Employee Self-Service Banking Entry for Direct Deposit

All employees have access to initiate and update direct deposit information online once they receive a computing ID. Self-Service is available 24 hours a day. Because of this access, Payroll will no longer be accepting paper direct deposit forms. FOR EMPLOYEES MAKING A DIRECT DEPOSIT CHANGE, once the direct deposit information has been entered, you will need to contact the UHR Service Center at (434)982-0123, Monday-Friday, from 8a-5p to provide identifying information before the change can be finalized. This does not apply to employees setting up direct deposit for the first time.

1) Go to www.hr.virginia.edu and click on the “Self Service” button at the top to sign in to Self Service.

2) Log into Netbadge.

3) Click on the “UVA Employee Self-Service” link on the left.

4) Click on the “Banking Information” link.

A. Initial setup for deposit to one bank account

1. Click on the “Add Deposit Payment” button.
2. Enter “Yes” for the Reimbursement Account.
3. Account name is the name on the bank account (i.e. the employee’s name).
4. Select Checking or Savings and enter the Account Number. *The Account Number is not the same as the 16-digit number on an ATM/Debit card.*
5. Transit Code is the bank routing number. *It can be found on a check or bank statement. It must not start with a 5, must start with a 0, 1, 2, or 3, and should be 9 digits. Do not simply select the first bank name from the list of values; you must enter the exact routing number for your account.*
6. Enter the name of the bank under Bank Name.
7. Re-enter the routing number and bank name under Bank Branch.
8. Click “Apply” and then click “Continue” to review changes, then “Submit” the update.

B. To add a second bank account

1. Click on the “Add Deposit Payment” button.
2. Enter “No” for the Reimbursement Account if your initial account has “Yes” – *you must have one, and only one, account designated as “yes” and it can be altered.*
3. Select Percentage or Monetary and enter in percent amount or dollar amount to be designated for this account (enter whole numbers only). *The remaining money will go to the first account that was set up.*
4. Follow steps above to complete the information.
5. Click “Apply” to save changes.
6. The initial banking setup has now been changed to show “remaining pay” and has a 2nd priority. The Amount type and Amount can be updated right on this screen.
7. Click “Continue” to review and then “Submit” the update.

C. To change current banking information to a different bank account or different bank

1. Click on the icon underneath the “Update” column on the far right.
2. Enter in the new account or bank information.
3. Click “Apply” and then click “Continue” to review and “Submit” the changes.
(Note – Banking cannot be deleted, there must be banking information on file for all employees per the mandatory Direct Deposit policy HRM-007).