

## Setting your Non-Payroll Direct Deposit to the same account as your Payroll Direct Deposit

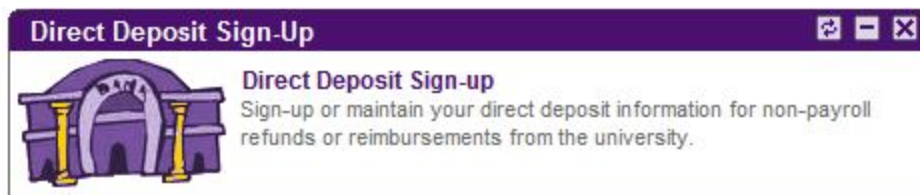
The Payroll and the Accounts Payable systems are separate; your account info does not automatically transfer over from one to the other. Please follow the steps below to set-up your non-payroll direct deposit.

### Step 1:

Log in to MyUniverse.

### Step 2:

On the MyPage tab there is a section labeled Direct Deposit Sign-Up. Click on this section.



### Step 3:

On the Direct Deposit page go to the sections labeled “Bank Accounts Currently on File with UNI Payroll. Click the toggle button under the word **Select**.

Bank Accounts Currently on File with UNI Payroll

Select	Bank Name	ABA Number	Account Number	Account Type
--------	-----------	------------	----------------	--------------

← This is the button

### Step 4:

Make sure the toggle button is highlighted and hit the “Use Account Info for Direct Deposits” button.

Use Account Information for Direct Deposits

### Step 5:

Save your direct deposit info by hitting the “Save Direct Deposit Information” button.

Change Direct Deposit Information

Save Direct Deposit Information

Exit without saving

You will receive a note saying your info has been modified.