

# Direct Deposit for Employee Reimbursements

Beginning September 1, 2011, all reimbursements to UH System employees are required to be through direct deposit (not checks). Employees can self-enroll for Accounts Payable (AP) direct deposit in P.A.S.S.

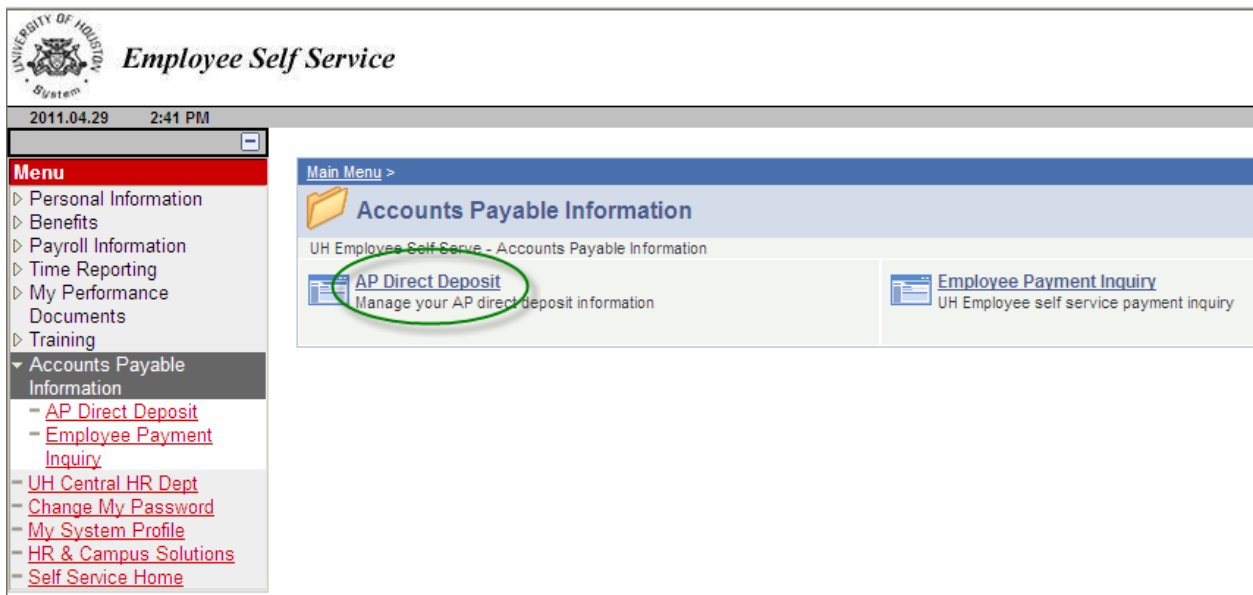
Benefits of direct deposit include:

- Fast – money is deposited faster in your bank account
- Convenient – don't have to hassle with depositing a check
- Email notice – employee receives an automated email when he/she is about to receive a direct deposit with a link to information about the reimbursement
- Green and saves money – no need to print or mail checks to employees

## Instructions for Setting Up Direct Deposit for Reimbursements

(1) Log into P.A.S.S.: <https://my.uh.edu>

(2) On the menu, select Accounts Payable Information>AP Direct Deposit



The screenshot displays the 'Employee Self Service' portal for the University of Houston System. The page header includes the university logo and the title 'Employee Self Service'. The date and time are shown as '2011.04.29 2:41 PM'. A navigation menu on the left lists various services, with 'Accounts Payable Information' expanded to show 'AP Direct Deposit', 'Employee Payment Inquiry', 'UH Central HR Dept', 'Change My Password', 'My System Profile', 'HR & Campus Solutions', and 'Self Service Home'. The main content area features a 'Main Menu >' section with a folder icon for 'Accounts Payable Information'. Below this, there are two links: 'AP Direct Deposit' (circled in green) with the description 'Manage your AP direct deposit information', and 'Employee Payment Inquiry' with the description 'UH Employee self service payment inquiry'.

## Direct Deposit for Employee Reimbursements

- (3) Update or enter bank information. Click on Save. AP direct deposit information is immediately updated in the Finance System.

### Update Direct Deposit Information - Checking Account

**User ID:** 00000000                      **Vendor ID:** 0099887766

**Name:** Doe, John

[View check example](#)

*Routing # (9-digit):	<input type="text" value="123456789"/>	Confirm Routing #:	<input type="text" value="123456789"/>
*Account #:	<input type="text" value="1112223334"/>	Confirm Account#:	<input type="text" value="1112223334"/>

**Hint:** If you are already setup for payroll direct deposit, look under Payroll Information in P.A.S.S. to see the Routing and Account number for your bank account.

**Note:** You must be setup as a vendor in the Finance System, before setting yourself up for AP direct deposit in P.A.S.S.

To get setup as a vendor, employees can fax their UHS Individual Setup Form to Vendor ID at 713-743-0521. The Form is located at: <http://www.uh.edu/vendor/> Vendor ID will notify the employee that he/she is setup as a vendor so the employee can complete the AP direct deposit information in P.A.S.S.

It is not necessary for all employees to sign up for AP direct deposit. Only those employees who receive reimbursements or other payments through Accounts Payable, need to set themselves up.