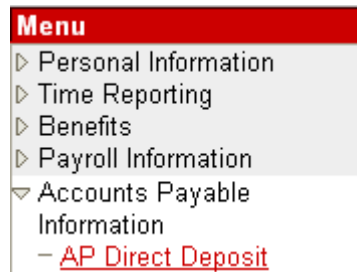


UH System Employee Self Service for Accounts Payable Direct Deposit

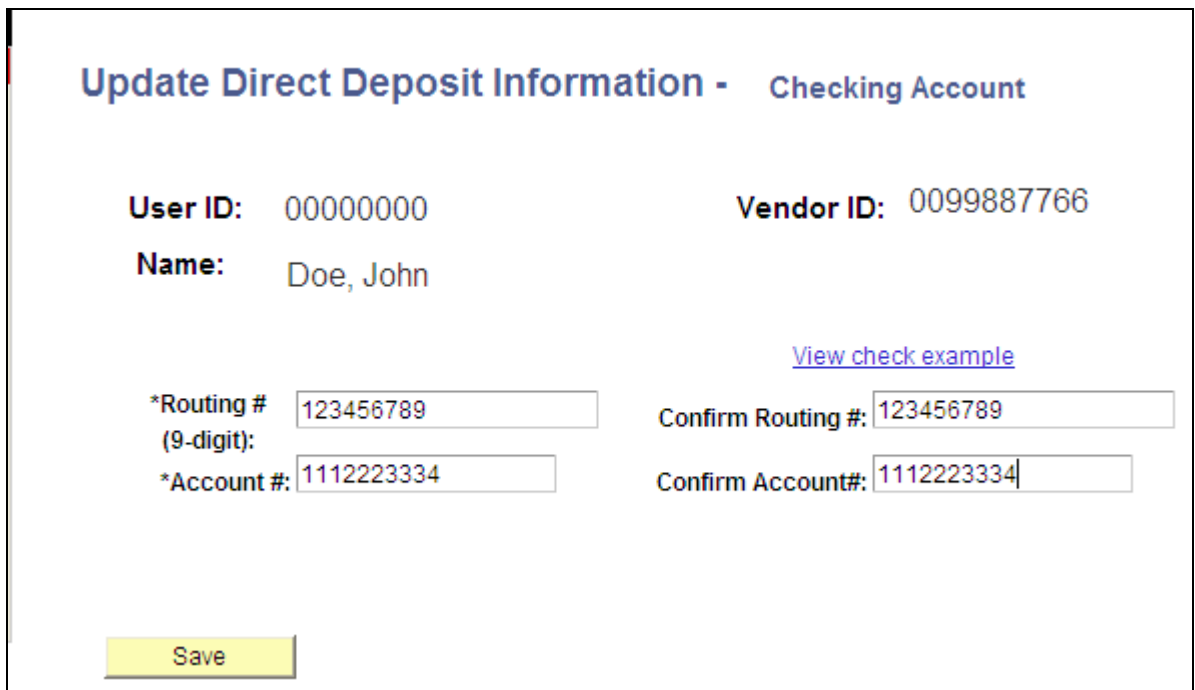
[Updating AP Direct Deposit Bank Information](#)

Employees can go to P.A.S.S. and update their direct deposit bank information for voucher payments as follows. (If you receive an error message, see Note 1 below.) **Updates to AP direct deposit information will not affect payroll direct deposit information or vice versa.**

- (1) Log into P.A.S.S.: <https://my.uh.edu>
- (2) On the menu, select Accounts Payable Information>AP Direct Deposit



- (3) Update or enter bank information. You must confirm both routing # and account # or you will receive an error message. Complete the "Confirm Routing #" and "Confirm Account #" fields. Click on Save. AP direct deposit information is immediately updated in the Finance System.



A screenshot of a web form titled 'Update Direct Deposit Information - Checking Account'. The form displays the following information:

- User ID:** 00000000
- Vendor ID:** 0099887766
- Name:** Doe, John
- [View check example](#)
- *Routing # (9-digit):** 123456789
- Confirm Routing #:** 123456789
- *Account #:** 1112223334
- Confirm Account#:** 1112223334
- Save** button

Note 1: If the employee is (1) not setup as a vendor in the Finance System, (2) not classified as an "employee" in the vendor file, (3) on vendor hold with the state, or (4) an inactive vendor, the following message will be displayed:

UH System Employee Self Service for Accounts Payable Direct Deposit

You are currently not able to make changes to your direct deposit bank information for payments through Accounts Payable. Please call AP Vendor ID at 713-743-8745 or 713-743-8746 or send an e-mail to VendorID@uh.edu

Employees who are not setup as a vendor must fax their UHS Individual Setup Form to Vendor ID at 713-743-0521. The Form is located at: <http://www.uh.edu/vendor/> Once the employee is setup as a vendor, he/she can enter AP direct deposit information in P.A.S.S..

E-mail Notification

Employees will receive an automated e-mail notification when they update their AP direct deposit bank information through P.A.S.S.

Example of Email Notification for Update to AP Direct Deposit Information in P.A.S.S.

From: uhsselfservice@uh.edu [mailto:uhsselfservice@uh.edu]

Subject: Accounts Payable Direct Deposit Update

***** This is an automated message. Please do not reply to this e-mail. *****

Your direct deposit bank information for payments through Accounts Payable has been updated. This change will not affect your payroll direct deposit bank information. Please call UHS Vendor ID at 713-743-8746 or 713-743-8745 if you have any questions.

The following bank information was changed in Employee Self Service (P.A.S.S.) for AP direct deposits:

- Bank Name
- Branch
- Routing Number
- Account Number

The above changes were made in P.A.S.S. on October 20, 2009 at 09:00 AM and take effect immediately.

If you are not responsible for making the above changes, please contact UHS IT Security via email at security@uh.edu or via phone at 832-842-4695.

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