

Payroll Direct Deposit Instruction

1. Log in to AccessUH <https://access.uh.edu/>
2. Enter CougarNet ID and Password (**Select reset password if necessary and follow prompts**)
3. Sign In: Navigate to P.A.S.S. icon



4. Click PASS icon and navigate to "Payroll and Compensation"



5. Select "Direct Deposit".



6. Click "Add Account".



7. Enter required information:

Direct Deposit
Add Direct Deposit

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

- Deposit Type (Balance of Net Pay if Primary Account)
- Amount (leave blank)
- Deposit Order (999 will automatically appear if Balance of Net Pay)

8. Check acknowledgement box and click check box and "Submit" to save

Check this box to acknowledge authorization above and enable saving changes.



9. Click "Ok"