

Go to the [myUHD Login](#) page.

1. Select P.A.S.S. or PeopleSoftHR.

2. Login with your User ID and Password

3. Click Sign In.

myUHD Login

Please select the service you wish to log into:

UHD Self Service
 PeopleSoft CS
 P. A. S. S. 1
 PeopleSoft Finance

UHD Username: *Required

Password: *Required 2

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4. Click the Payroll & Compensation tile.

Employee Self Service

Payroll & Compensation 4 	Time 	My Personal Info 	Benefits Summary
Total Rewards FY 17 Total Rewards	Training 	Miscellaneous 	Approvals 0

5. Click on Direct Deposit.

The system displays the current direct deposit elections.

Employee Self Service

- Paychecks
- Direct Deposit** 5
- W-4 Tax Information

<p>6. Click on Add Account.</p>	
<p>7. Enter the bank routing number.</p> <p>8. Enter the account information and select Account Type and Deposit Type.</p> <p><i>Please note: If you only have one account the Deposit Order is 999.</i></p>	
<p>9. Read the direct deposit information and select the check box to indicate authorization.</p>	