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University of North Alabama
Production Systems Access

Please enter your UNA username and password

leo@una.edu

....

Log into Portal

Sign in

By accessing this system, you are agreeing to all policies governing the University of North Alabama's (UNA's) systems. Current policies can be viewed here. Unauthorized users should disconnect immediately.

When finished, please log out of all systems **AND** close all browsers to help ensure a complete disconnect and that no other users may access your accounts.

Employee Resources

Employee Dashboard

Tuition Remission Request

Select Edit/View Direct Deposit Information

2

VPN Request Form

Employee Forms and Links

Edit/View Direct Deposit Information

Pay Information

Latest Pay Stub: 08/01/2023	All Pay Stubs	Direct Deposit Information	Deductions History

Earnings

Benefits

Taxes

Job Summary

Employee Summary

3

Select Direct Deposit Information

Scroll down to Proposed Pay Distribution

Proposed Pay Distribution - Use this section for Payroll Direct Deposit Changes

⊖ Delete   ⊕ Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority
☐ Listerhill Credit Union	xxxxx7011	1234567	Savings ⌄	$350.00 ⌄	1 ⌄
☐ Listerhill Credit Union	xxxxx7011	1234567	Savings ⌄	$400.00 ⌄	2 ⌄
☐ Listerhill Credit Union	xxxxx7011		⌄	⌄	
☐ Truist Bank	xxxxx0104		⌄	Remaining ⌄	4 ⌄

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You can delete an account by checking the appropriate box and then clicking delete.

You can add an account by clicking here

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Change or enter desired deposit amounts OR percent for each account

	Listerhill Credit Union	xxxxx7011	1234567	Savings ⌄	$350.00 ⌄	1 ⌄
	Listerhill Credit Union	xxxxx7011	1234567	Savings ⌄	○ Use Remaining Amount ● Use Specific Amount 350 ○ Use Percentage	2 ⌄
	Listerhill Credit Union	xxxxx7011	1234567	Checking ⌄		3 ⌄

If depositing to more than one account, for the final numbered account, select "use remaining amount."

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By checking this box, I authorize the institution to initiate direct credits or debits on my behalf. I also allow UNA or my financial institution to debit transactions to my account if wages are erroneously deposited into my account.

Cancel Changes   Save Changes

In order to complete and save changes, you must check the box to the left and then click "save changes."