



- Log in to UNA Portal (and Approve Duo push)
- Click Employee Dashboard
- Click My Profile

My Profile




Hello Mr John Doe

View, edit and update your general information records



Personal Information

View and update your biographical and demographic information.



Direct Deposit

Create, view and update your direct deposit allocation(s).

- Click Direct Deposit, scroll down to see “Proposed Pay Distribution”

Proposed Pay Distribution

Delete

Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Your Financial Institution	XXXXXXX	XXXXXX	Savings	\$150.00	1	\$150.00	Active
<input type="checkbox"/> Your Financial Institution	XXXXXXX	XXXXXX	Savings	\$50.00	2	\$50.00	Active
<input type="checkbox"/> Your Financial Institution	XXXXXXX	XXXXXX	Checking	\$282.00	3	\$282.00	Active
<input type="checkbox"/> Your Financial Institution	XXXXXXX	XXXXXX	Checking	Remaining	4	\$407.59	Active
						Total Net Pay	\$889.59

Your direct deposit account(s) will show here. Use drop down boxes to make changes to current accounts.

Click “Add New” option (top right) to add a new account.

Priority: “Remaining” will always be last priority. This is the balance of your check after deposits to any other accounts. (See further explanation below.)

Click Authorization Box :

☒ 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

Save Changes.

Priority: Any amount going to an account that is not your primary account will need a priory number less than the primary (remaining balance) account. For example, a savings account with \$100 to be deposited will be Priority 1. The remaining balance will be Priority 2.

Percentages of Check: If desired, use the dropdown box to enter a percentage of your check for secondary accounts. Do not use for “Remaining” balances.