

Direct Deposit is now available for our employee vendors in UPS. If you have ever traveled on behalf of the University or received a personal reimbursement for an out of pocket expense, you are eligible to start receiving reimbursement or travel advance payments by direct deposit instead of a check. Follow these few simple steps to sign-up to receive direct deposit:

1. **Log into webBASIS** (<https://admin.uark.edu/natcgi/uwologon>)

Access to webBASIS requires your UARK ID and password.

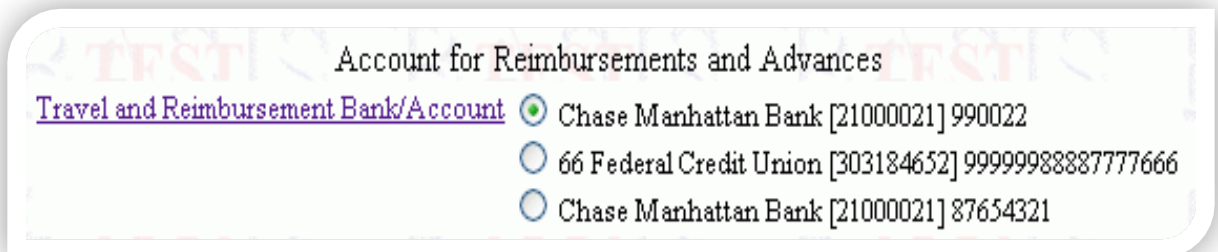
2. **Select My Pay**

On the Main Menu, you will see the title, **My Pay**. Select this link.

3. **Select Direct Deposit Bank Accounts**

Direct Deposit Bank Accounts – displays all your payroll bank accounts. Select this link.

Scroll down the page until you see the **Account for Reimbursements and Advances** (see example below) section. **Travel and Reimbursement Bank/Account** – **select the bank account to which you want your travel and personal reimbursements to be direct deposited.**



Account for Reimbursements and Advances

Travel and Reimbursement Bank/Account Chase Manhattan Bank [21000021] 990022

66 Federal Credit Union [303184652] 99999988887777666

Chase Manhattan Bank [21000021] 87654321

Note: if you want to add an additional bank account to your list, please click on the [Help](#) link for instructions on how to enter account information.

4. *Validate your selection*

Validate

5. *Save your selection*

Save

Congratulations! You have successfully selected your bank information. The next time you have a reimbursement (personal or travel) or a travel advance, the payment will be directly deposited into your bank account. You will also receive a system generated email regarding your payment once it has been approved. Please note that it may take two business days before your payment is posted to your bank account.

Jim L. Hashbarger
Business Services
University of Arkansas