

How to Set Up Direct Deposit for Travel/Reimbursement

Step 1: Go to <http://webbasis.uark.edu> and log in with your regular UARK name and password.



webBASIS: Logon

Business and Administrative
BASIS
Strategic Information Systems
[Email questions to the BASIS Team](#)

Employee/Affiliate Access

Please enter your **UARK ID** (the ID used for e-mail, the component that precedes @uark.edu), followed by your **UARK ID e-mail password**. (If you do not know your UARK ID or password, please read the information regarding [New User Information](#) for assistance.) Once these values have been entered, click the **Logon** button to validate your entries and sign on to webBASIS.

BASIS Administrator Access

Authorized University administrators are granted special access to webBASIS. For security reasons this access is based upon their [admin.uark.edu](#) ID. Please enter your **Admin ID**, your **Admin password**, and click the **Admin Logon** button to validate your entries and sign on to webBASIS. (The requirements for administrator access to BASIS are described in the document [BASIS Administrator Access](#).)

Warning!

This is a University of Arkansas computer system. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for current and former University of Arkansas employees, students, vendors, customers, or other authorized agents. University of Arkansas computer systems may be monitored to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this University of Arkansas computer system, authorized or unauthorized, constitutes consent to monitoring of the system. As such, you should have no expectation of privacy while using the system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or adverse action. Use of this system constitutes consent to monitoring for these purposes.

Furthermore, you are entering a personalized secure web session where custom web pages containing information about you are created. You should always Logoff when you have finished your work. For security purposes, there is a 20 minute inactivity time limit – your session will be terminated if there has been no activity within any 20 minute period and you will be required to logon again. (Extended to 2 hours for BASIS administrators from 7am to 5pm Monday through Friday.) As an additional precaution, especially if you are using a public or shared access computer, please close your web browser after you have logged off to reduce the possibility of your information being viewed by others.

Step 2: Click on “My Pay.”

webBASIS for Employees: Main Menu

Business and Administrative
BASIS
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[Help](#) [Logoff](#)

Main Menu

Title	Description
webBASIS Notices	Browse notices of changes and enhancements that have been made to webBASIS. Notices are presented in most recent to least recent sequence. A brief summary of the change is presented in the list, and a full description is provided upon selection of a specific notice.
My Personal Data	This is where you can find, and in many cases change, your personal information such as <i>ethnicity, veteran status, addresses, emergency contact information, education data, and prior state service.</i>
My Pay	This is where you can find all of your Payroll information: <i>W-4 tax options and Deposit Accounts</i> which can be changed here plus <i>past Pay Activity (including all Earnings Statements), Future Pay</i> (where you can perform what if analysis with your deductions), and <i>Annual Pay</i> history.
Hourly Time	This menu of facilities is only relevant to <i>hourly</i> employees and their <i>supervisors</i> . It includes functions related to the webBASIS <i>Time Clock</i> (clocking in and out on the web, and supervisor's acceptance of that time), and functions to browse <i>Wage Rates</i> and <i>Hourly Time Sheets</i> .
My Leave	Browse your monthly leave accounting data with options to view or email a detail <i>Monthly Leave Report</i> .
My Benefits	View your current benefits information and, during November and December, perform your annual benefits enrollment.
My Travel	This is where you can find all of your Travel information: <i>Travel Authorizations, Travel Claims, and Traveler T-Card Charges</i> . You can create new travel claims or update existing claims by first selecting the appropriate TA. Claim payment information can also be obtained by drilling down through your <i>authorizations</i> or viewing your <i>claims</i> .
My Assets	Browse the University owned assets for which you are responsible, or select an asset by its <i>Tag Number</i> . Options are available to view or email detail information about an asset, or to request a change to an asset's <i>Budgetary Unit, Location, or Responsible Employee</i> .
My eBusiness Charges	Browse electronic charges for which you are responsible – <i>office or scientific supplies or procurement, travel, or fuel card purchases</i> – with an option to view the associated charge detail. If you are not responsible for any of these types of purchases, there will be no charges available to display.
Admin ID Request	Request an admin uark.edu <i>User ID</i> in order to access all BASIS administrative facilities via the 3270 terminal interface, or to access the administrative facilities available in webBASIS.
webBASIS Menu Choices	Browse all available webBASIS Menu Choices by <i>Service Area, Title, or Keyword</i> .

Step 3: Click on “Direct Deposit Bank Account.”

webBASIS for Employees: My Pay

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[Home](#) [Return](#) [Help](#) [Logoff](#)

My Pay

Title	Description
Income Tax Withholding (W-4)	View and optionally change your federal and state income tax withholding options (federal form W-4). You may change your number of exemptions, marital status, or designate an additional amount to be withheld.
Direct Deposit Bank Accounts	Manage the bank accounts established for the automatic deposit of your University payments – both payroll & other reimbursements such as travel. (Payroll may be split between up to six different accounts.) Changes involving accounts already defined (the priority sequence to be used or the amounts) take effect immediately, while requests for new financial institutions or accounts require documentation & review by HR.
Earnings Statement Options	View and update your payroll <i>earnings statement distribution options</i> . This includes Budgetary Unit designations which identify the physical location where paper checks, earnings statements, or other administrative mailings may be distributed. It also includes an optional email address for electronic distribution.
Pay Activity	Browse your pay activity with options to view or email the associated <i>Earnings Statement</i> , to view additional pay source information including <i>Hourly Time Sheets</i> , or to view your payroll cost funding source (including certifying your effort for federal A21 reporting if required).
Future Pay	Display the future payrolls (those that have not yet run but occur within the next 90 days) and any earnings to be paid on those payrolls (according to current BASIS information). From this list, you may access a <i>Simulated Earnings Statement</i> and play what if games with your taxing and benefit options – all by clicking on the gross pay amount for one of the next payrolls.
Annual Payroll	Browse your annual payroll history with an option to view an <i>annual payroll summary statement</i> (an earnings, deductions, and benefits statement for the year).

Step 4: Click the round button next to “Travel and Reimbursement Bank/Account,” then press the white “Validate” button at the bottom of the screen.

webBASIS for Employees: Direct Deposit Bank Accounts

[[Main Menu](#)] > [My Pay](#) > Direct Deposit Bank Accounts

The following information is for direct depositing of your net payroll earnings. Carefully consider your options before making your entries. Please perform one of the following actions:

- Make all desired changes and then click the *Validate* button,
- Click the *Restart* button to discard any changes in process and start over,
- Click the *Help* link for additional instructions,
- Contact Payroll at 575-5351 for assistance, or
- Return to a previous menu via the *Home* or *Return* links.

Payroll Banks and Accounts

Priority 1	Bank Name	Bank Of America	Routing Transit #	[Redacted]
	City	Fayetteville	State	AR Zip Code 72701
	Account #	[Redacted]	<input checked="" type="radio"/> Checking <input type="radio"/> Savings \$ or % <input type="checkbox"/> % <input type="checkbox"/> Amount remainder	
Priority 2	Bank Name	[Redacted]	Routing Transit #	[Redacted]
	City	[Redacted]	State	[Redacted] Zip Code [Redacted]
	Account #	[Redacted]	<input type="radio"/> Checking <input type="radio"/> Savings \$ or % <input type="checkbox"/> % <input type="checkbox"/> Amount	
Priority 3	Bank Name	[Redacted]	Routing Transit #	[Redacted]
	City	[Redacted]	State	[Redacted] Zip Code [Redacted]
	Account #	[Redacted]	<input type="radio"/> Checking <input type="radio"/> Savings \$ or % <input type="checkbox"/> % <input type="checkbox"/> Amount	
Priority 4	Bank Name	[Redacted]	Routing Transit #	[Redacted]
	City	[Redacted]	State	[Redacted] Zip Code [Redacted]
	Account #	[Redacted]	<input type="radio"/> Checking <input type="radio"/> Savings \$ or % <input type="checkbox"/> % <input type="checkbox"/> Amount	
Priority 5	Bank Name	[Redacted]	Routing Transit #	[Redacted]
	City	[Redacted]	State	[Redacted] Zip Code [Redacted]
	Account #	[Redacted]	<input type="radio"/> Checking <input type="radio"/> Savings \$ or % <input type="checkbox"/> % <input type="checkbox"/> Amount	
Priority 6	Bank Name	[Redacted]	Routing Transit #	[Redacted]
	City	[Redacted]	State	[Redacted] Zip Code [Redacted]
	Account #	[Redacted]	<input type="radio"/> Checking <input type="radio"/> Savings \$ or % <input type="checkbox"/> % <input type="checkbox"/> Amount	

Account for Reimbursements and Advances
 Travel and Reimbursement Bank/Account * Bank Of America [Redacted]

Comment Regarding Change
 Comment [Redacted]

Illustration of Payroll Deposits
 Net Pay (for Illustration Purposes) 1,000.00

Step 5: Press the white “Save” button at the bottom of the screen.

No data has been modified. Please enter your desired changes before pressing *Validate* or *Save*.

Payroll Banks and Accounts

Priority 1	Bank Name	Bank Of America	Routing Transit #	[Redacted]
	City	Fayetteville	State	AR Zip Code 72701
	Account #	[Redacted]	<input checked="" type="radio"/> Checking <input type="radio"/> Savings \$ or % <input type="checkbox"/> % <input type="checkbox"/> Amount remainder	
Priority 2	Bank Name	[Redacted]	Routing Transit #	[Redacted]
	City	[Redacted]	State	[Redacted] Zip Code [Redacted]
	Account #	[Redacted]	<input type="radio"/> Checking <input type="radio"/> Savings \$ or % <input type="checkbox"/> % <input type="checkbox"/> Amount	
Priority 3	Bank Name	[Redacted]	Routing Transit #	[Redacted]
	City	[Redacted]	State	[Redacted] Zip Code [Redacted]
	Account #	[Redacted]	<input type="radio"/> Checking <input type="radio"/> Savings \$ or % <input type="checkbox"/> % <input type="checkbox"/> Amount	
Priority 4	Bank Name	[Redacted]	Routing Transit #	[Redacted]
	City	[Redacted]	State	[Redacted] Zip Code [Redacted]
	Account #	[Redacted]	<input type="radio"/> Checking <input type="radio"/> Savings \$ or % <input type="checkbox"/> % <input type="checkbox"/> Amount	
Priority 5	Bank Name	[Redacted]	Routing Transit #	[Redacted]
	City	[Redacted]	State	[Redacted] Zip Code [Redacted]
	Account #	[Redacted]	<input type="radio"/> Checking <input type="radio"/> Savings \$ or % <input type="checkbox"/> % <input type="checkbox"/> Amount	
Priority 6	Bank Name	[Redacted]	Routing Transit #	[Redacted]
	City	[Redacted]	State	[Redacted] Zip Code [Redacted]
	Account #	[Redacted]	<input type="radio"/> Checking <input type="radio"/> Savings \$ or % <input type="checkbox"/> % <input type="checkbox"/> Amount	

Account for Reimbursements and Advances
 Travel and Reimbursement Bank/Account * Bank Of America [Redacted]

Comment Regarding Change
 Comment [Redacted]

Illustration of Payroll Deposits
 Net Pay (for Illustration Purposes) 1,000.00

That’s it – you’re done!