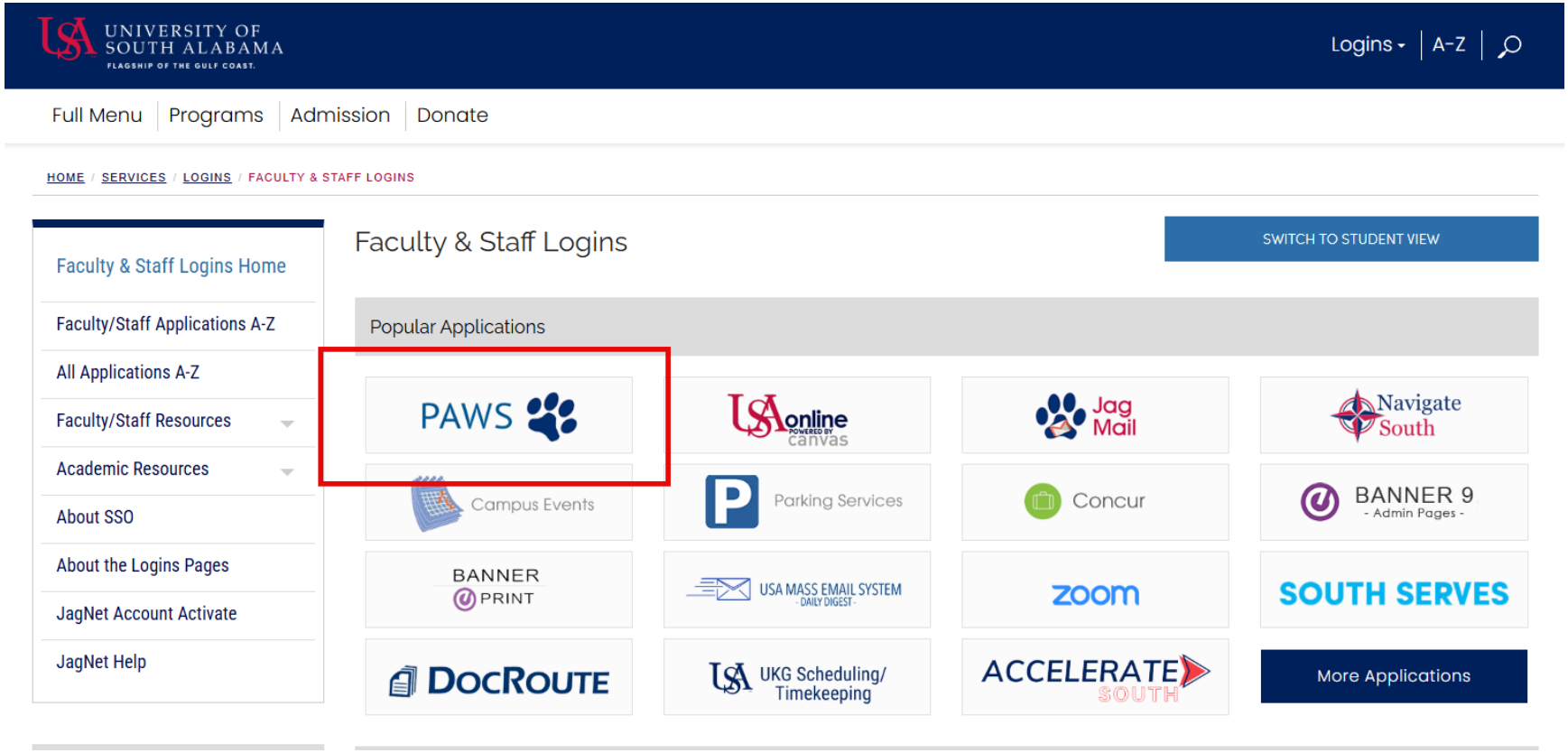
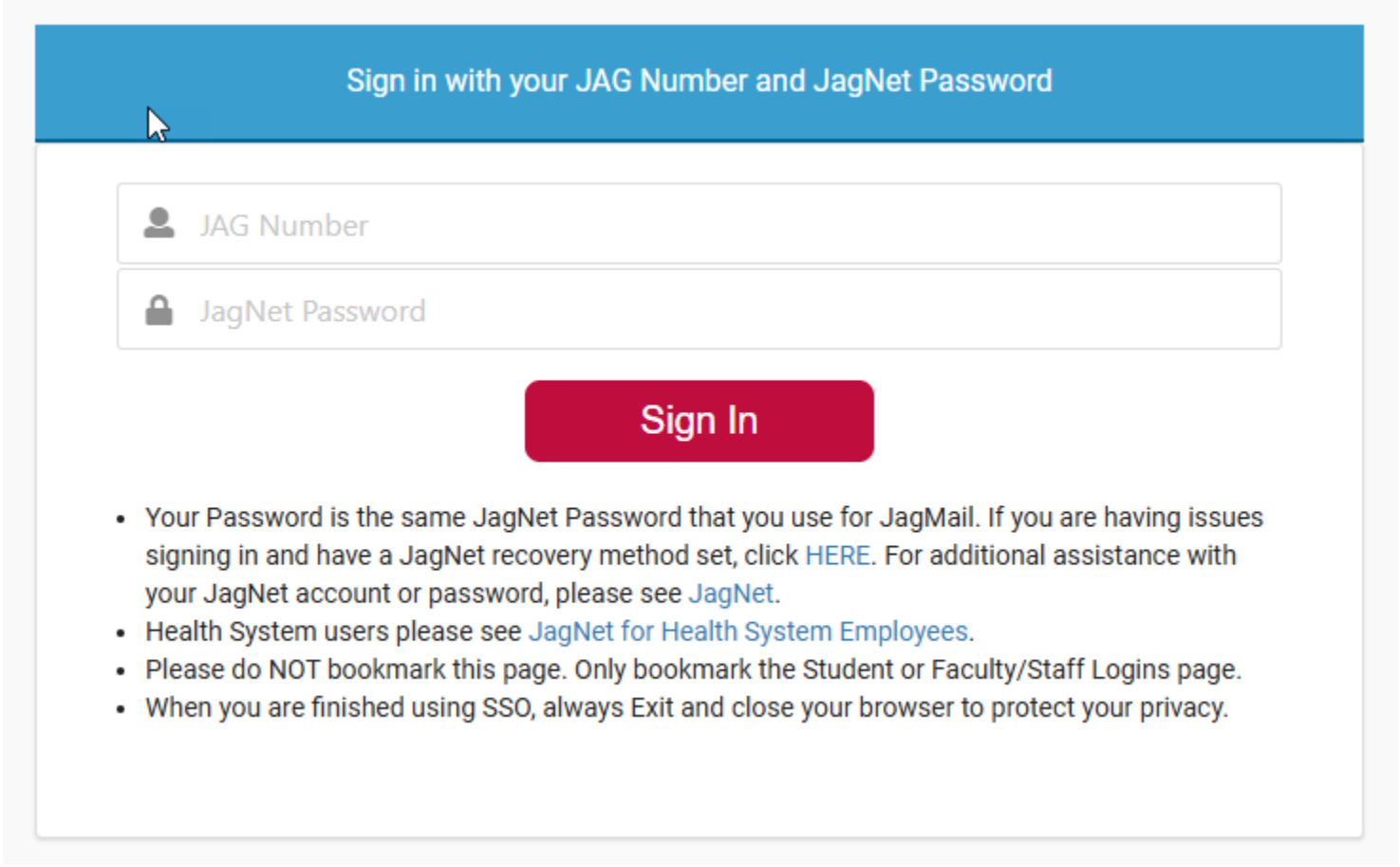
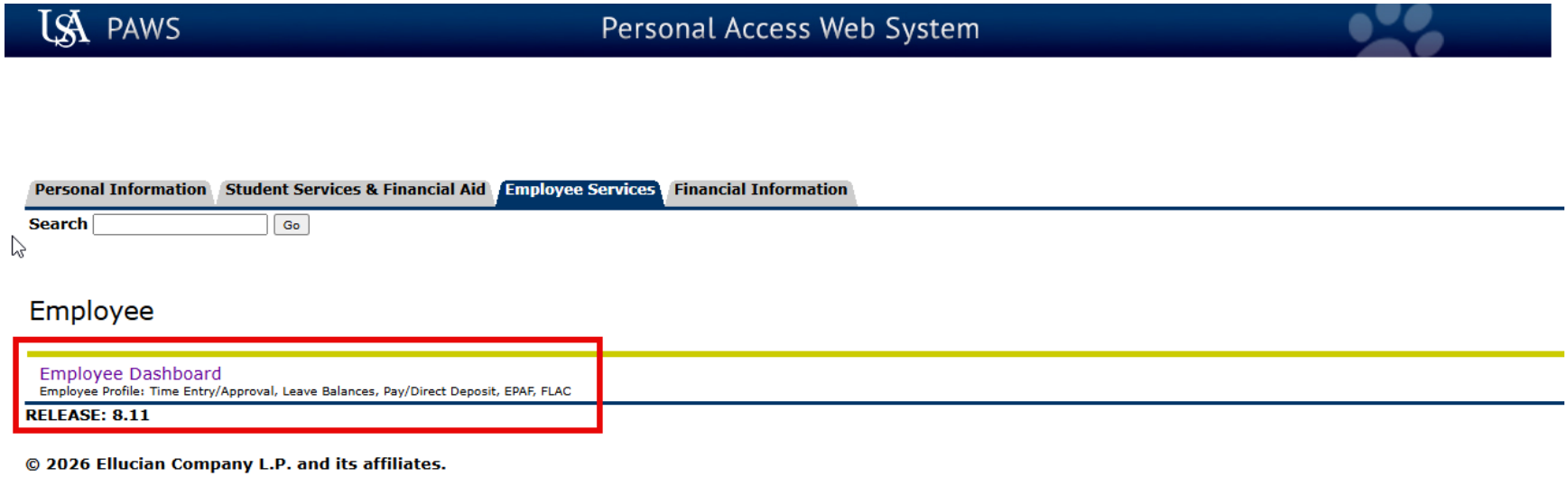
Navigate to https://www.southalabama.edu/services/logins/faculty-staff/



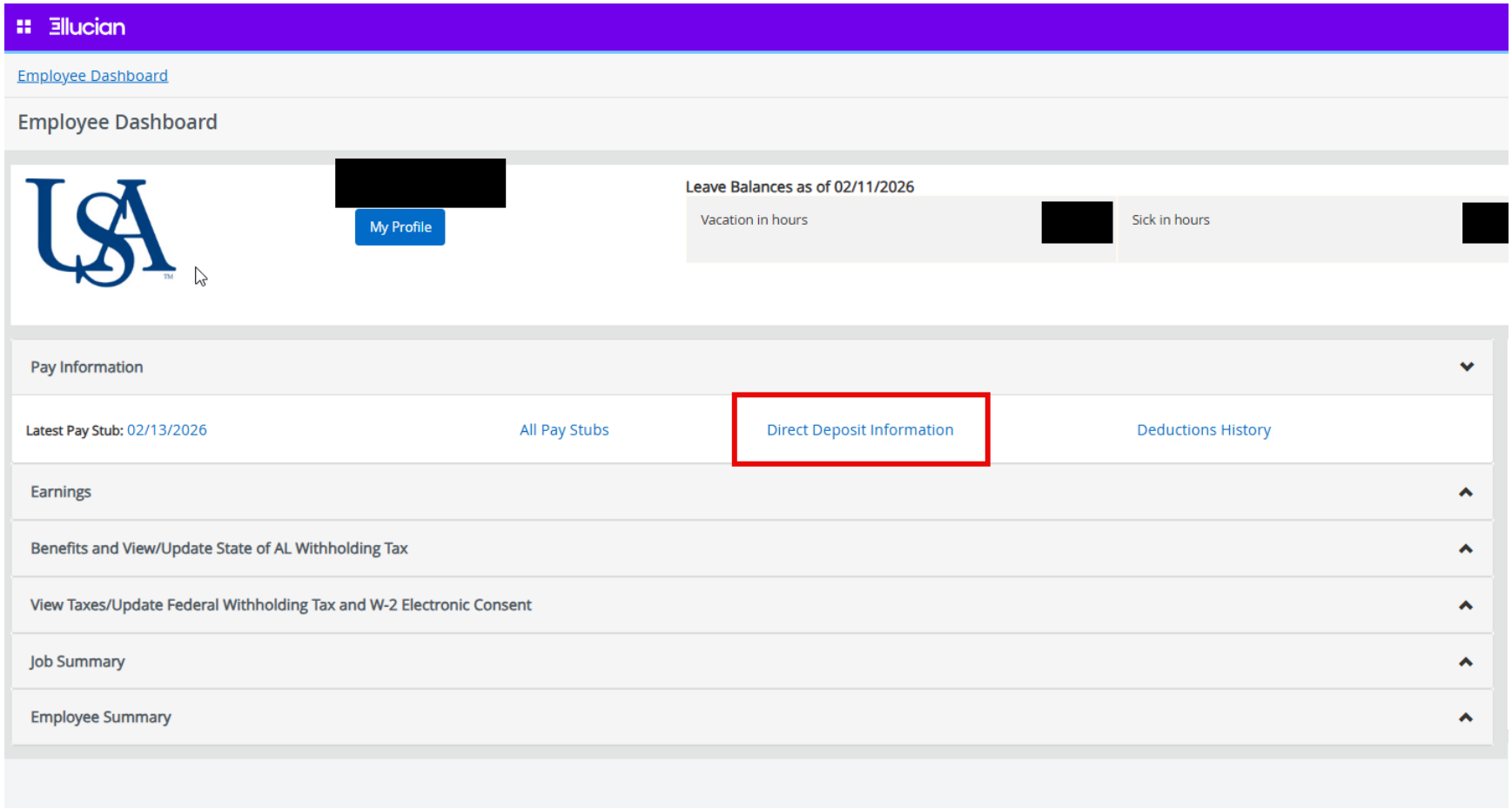
Complete assigned J# and associated password



Under Employee Services, select Employee Dashboard



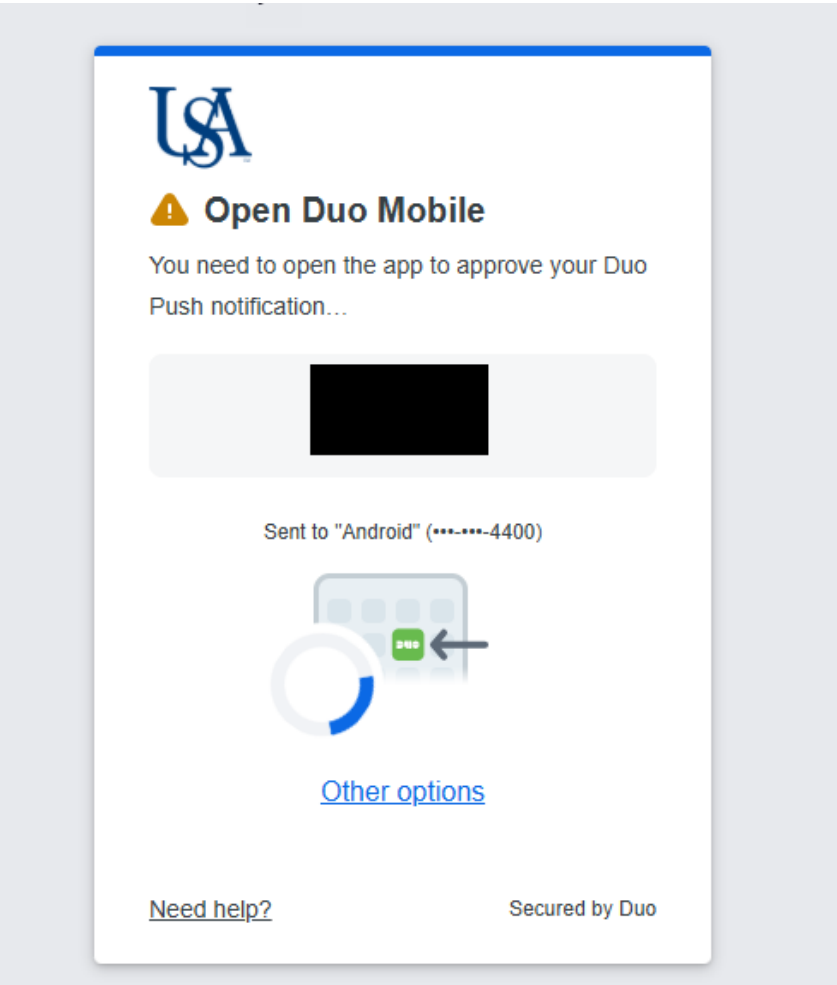
From Employee Dashboard, Select Direct Deposit Information



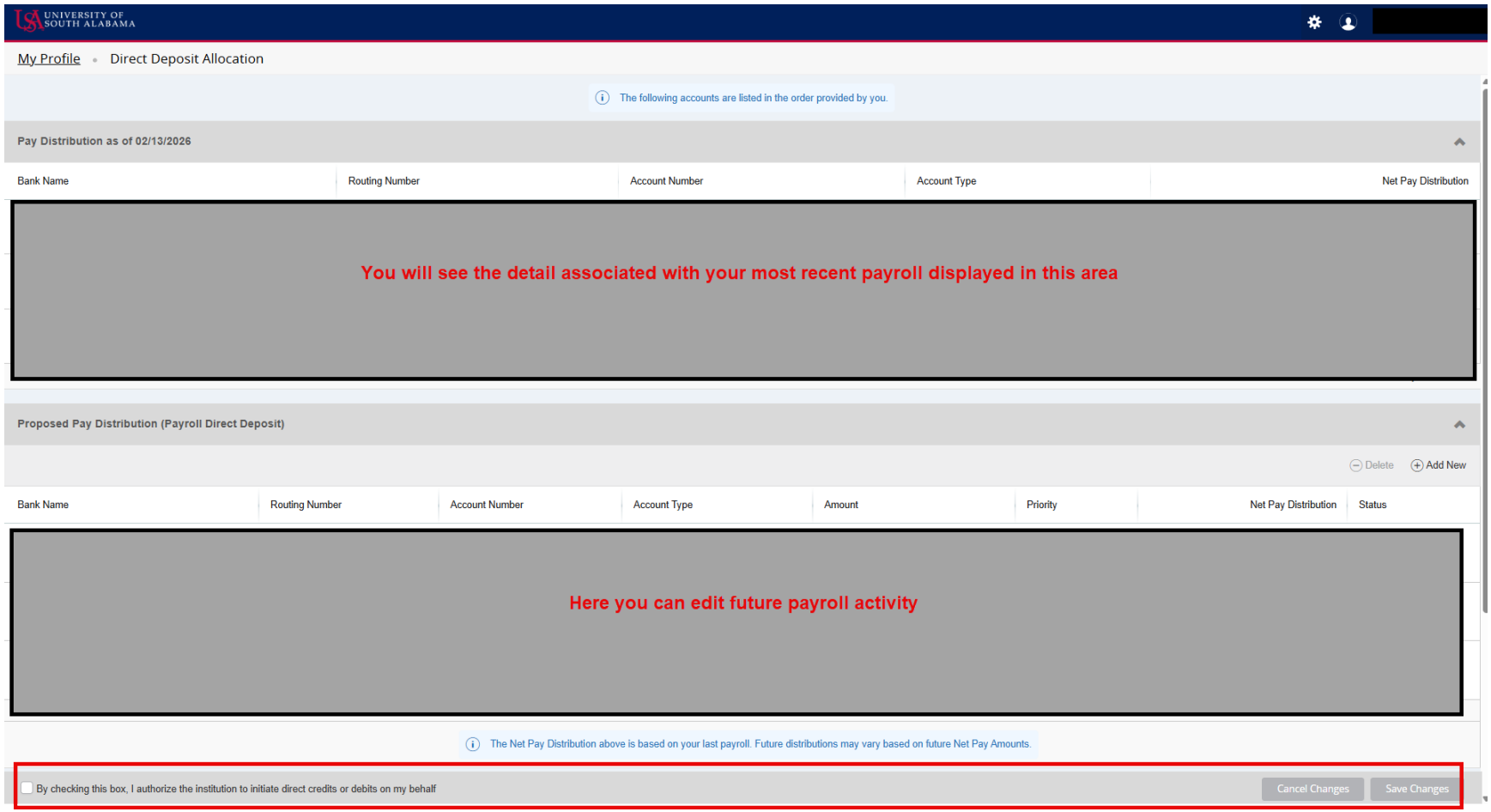
You will be prompted to confirm your DUO 2FA passcode.

If you have not already set up DUO please click the link below:

https://www.southalabama.edu/services/jagnet/enrolling-duo.html



From here, update the proposed pay distribution with banking selections for future direct deposit of payroll



Click the check box and save your changes

**Once updated you will receive a confirmation email from a NOREPLY email address. If you receive this email and you did not make changes, contact Payroll immediately. **