



Human Resources

UNIVERSITY OF CENTRAL FLORIDA

Direct Deposit and W-4 Informational Sheet

Congratulations on your position with the University of Central Florida. You have completed a majority of the onboarding documents with your hiring department. Your hiring department will be submitting an Electronic Personnel Action (ePAF) form to activate your payroll record. It normally takes between 5-7 business days for the ePAF to be approved and loaded into the HR system.

Effective on your hire date **and** after your payroll record has been activated, you will receive an email from payroll@ucf.edu to complete your Direct Deposit and W-4 tax withholding information via the myUCF Portal. Direct Deposit is mandatory and a condition of employment.

After your hire date arrives and once your payroll record is activated, please do the following:

1. Log into myUCF at <http://my.ucf.edu>
2. Input your NID and Password
(To obtain your NID or set up your password for the first time, please go to <https://myNID.ucf.edu>)
3. Select Employee Self Service
4. Select Payroll and Compensation

Direct Deposit Information

1. Select Direct Deposit
2. Follow the directions to complete the authentication process.
3. Input your banking and distribution information on the page.
4. Click Submit.

Please note that you can only make one change to your online direct deposit information per day.

W-4 Information

1. Select W-4 Tax Information
2. Input the W-4 tax data.
3. Click Submit
4. Enter your password and click continue.

Please note that international employees will not be able to complete the W-4 tax withholding information online due to special tax requirements. International employees will complete the W-4 paper form with UCF Global, Employment and Taxation section. International employees must complete the direct deposit information via myUCF.

If you need assistance logging into myUCF, please contact the Service Desk as 407-823-5117.

For questions regarding the Direct Deposit or W-4, please contact payroll@ucf.edu.

You will receive daily reminder emails until you comply with the instructions.