

Dear Employee,

Direct Deposit is available and encouraged, for UA employees who receive travel advances, travel claims and personal reimbursements.

Please visit webBASIS at (<https://admin.uark.edu/natcgi/uwologon>) and log in to:

1. Set up Direct Deposit information
2. Choose your account information for your Travel/Reimbursement

How to set up Direct Deposit:

1. Select My Pay
2. Select Direct Deposit Bank Accounts
3. Enter your bank account(s) or if account information was previously entered go to next step.
4. Scroll down and choose your account information for your Travel/Reimbursement by clicking the appropriate radio button next to your selected account \*\*\*\*
5. Validate your information
6. Save your selection

\*\*\*If this option is not available to you please contact Business Affairs by emailing [supplier@uark.edu](mailto:supplier@uark.edu) including your full name and Department name. We will reply when that option is available for your entry.

Thank you,  
Business Affairs