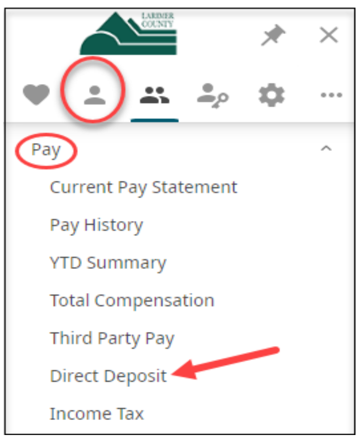
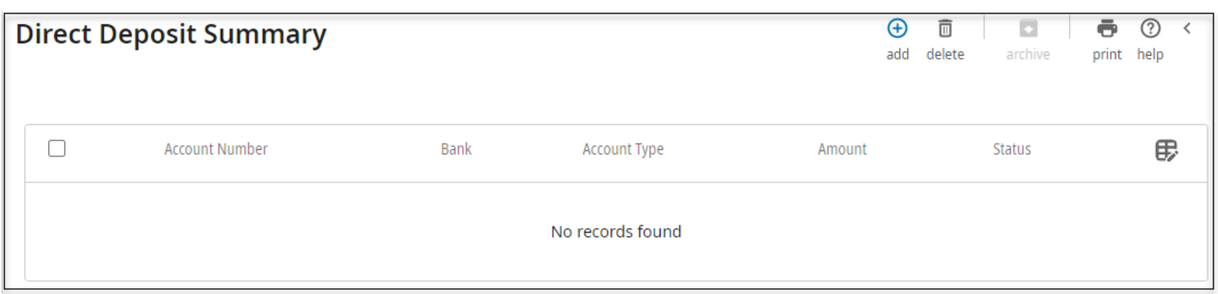
ADDING DIRECT DEPOSIT INFO IN UKG

Remember: Changes to direct deposits in UKG must be made by the end of the day on the Friday after the pay period end date in order to be effective on that payroll for the upcoming paycheck.

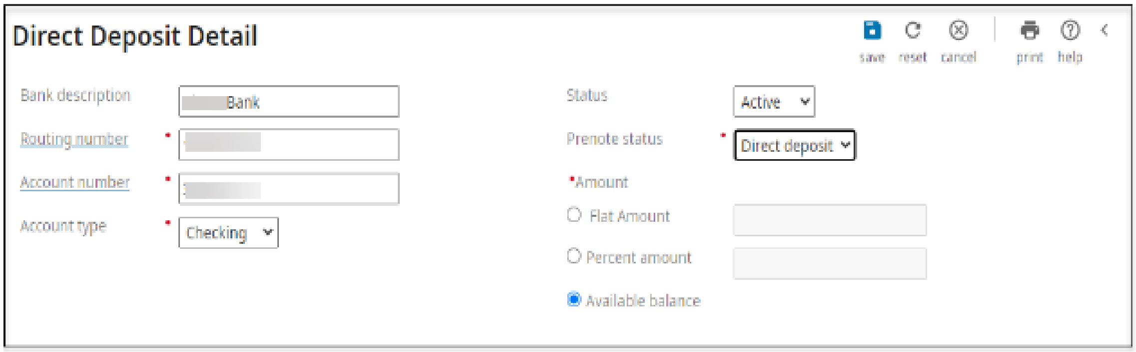
- In UKG, click on the Myself icon, scroll down to Pay and click on Direct Deposit



- The Direct Deposit Summary screen appears



- Click the add button to add bank account information
- The Direct Deposit Detail screen appears
- Complete all fields as indicated



- Complete all fields:
  - ***Bank Description:*** Enter the name of the bank (this is a free-form field)

  - ***Routing Number:*** Enter the 9-digit routing number for your bank (get this number from your bank or the bottom of a check; do **not** get it from a deposit slip (it should NOT begin with a 5)

  - ***Account number***: Get this from the bottom of your check or from your bank. It is *CRITICAL* that you enter this number correctly or your deposit may be rejected!

  - ***Account type****:* Select the type of account (checking or savings) from the drop-down list
  - ***Status:*** Select **Active** from the drop-down list

  - ***Prenote status****:* Select **Direct deposit** from the drop-down list

  - ***Amount****:* If your entire paycheck will be deposited into this account, click the Available balance button

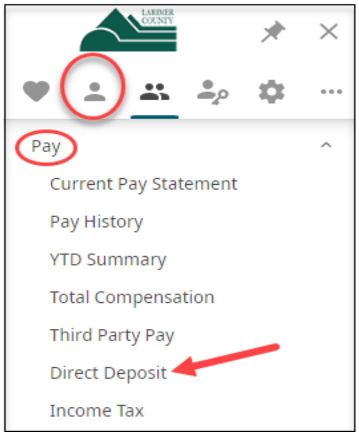
    - If you will be entering more than one account and only want a portion of the check to be deposited here, click on the Flat Amount button and enter a dollar amount, (OR) click on the Percent amount button and enter the % to be deposited into this account

- CHECK AND DOUBLE-CHECK ALL INFORMATION CAREFULLY! IF IT IS NOT CORRECT, YOUR DEPOSIT MAY BE RETURNED BY YOUR BANK AND YOUR PAYCHECK WILL BE DELAYED!

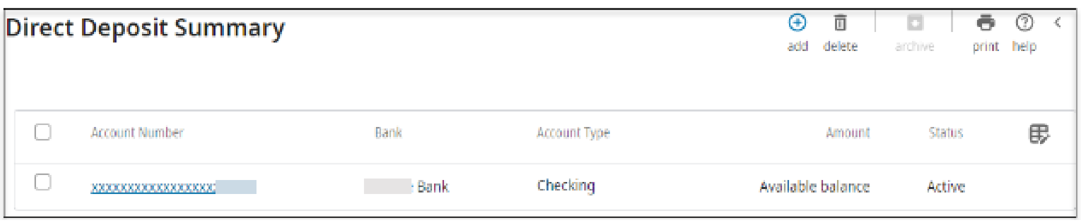
- Click the SAVE button in the upper right corner.
- Select Ignore Warnings
- Select Submit

CHANGING DIRECT DEPOSIT INFO IN UKG

- In UKG, click on the Myself icon, scroll down to Pay and click on Direct Deposit

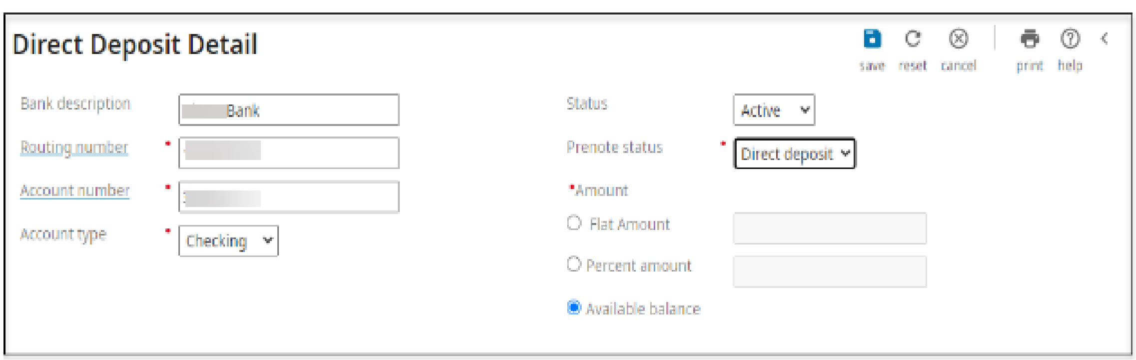


- The Direct Deposit Summary screen appears



- Click on the Account Number you would like to change

- The Direct Deposit Detail screen for that account appears



- Change fields as needed
- **DOUBLE CHECK ALL INFORMATION CAREFULLY!!**
- Click the SAVE button in the upper right corner.
- Select Ignore Warnings.
- Select Submit

CREATE MULTIPLE DIRECT DEPOSIT ACCOUNTS

You can add multiple direct deposit accounts if the accounts receive a flat amount or a percentage of the pay.

When you set up multiple accounts, at least one of the accounts must be an **Available Balance** type to account for any remaining percent amount and to allow for rounding.

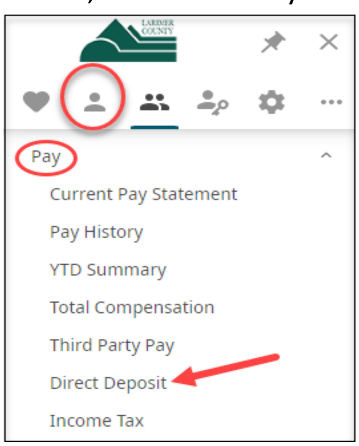
Example:

Account Type	Amount
Percentage Account 1	80%
Percentage Account 2	10%
Available Balance Account	Any remaining amount

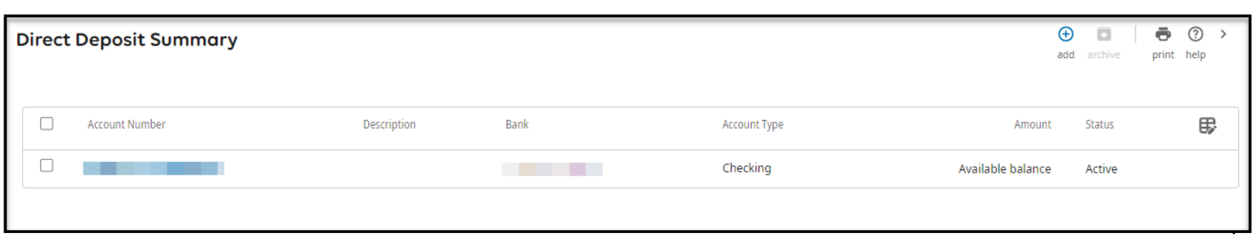
To add a new Available Balance Account, you must first archive the existing Available Balance account.

ARCHIVE Direct Deposit Accounts:

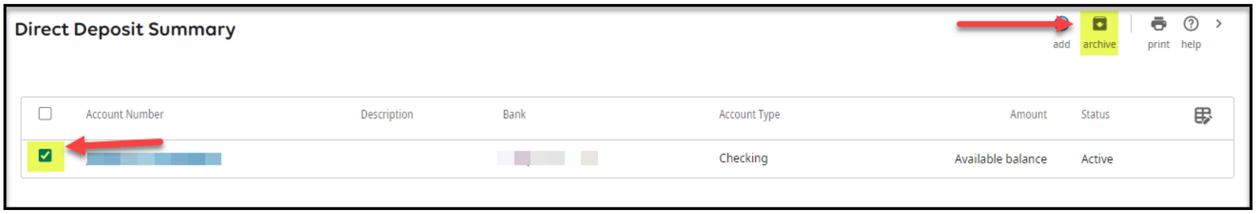
- In UKG, click on the Myself icon, scroll down to Pay and click on Direct Deposit



- The Direct Deposit Summary screen appears



- From the Direct Deposit Summary Screen, select the check box next to the Account. Then select the **Archive** button.



- Select **OK** in the confirmation dialog box.

NOTE: You cannot reactivate an archived account. However, you can select the account link to review the account details in the Direct Deposit page. Using the information displayed, you can reenter the account with an Active status, if needed.

Now you are ready to enter your new accounts information: Please refer to the first set of directions on page one titled: **ADDING DIRECT DEPOSIT INFO IN UKG**