

Use this task to add or delete direct deposit information in UCPath.

Dashboard Navigation:

Income and Taxes > **Direct Deposit**

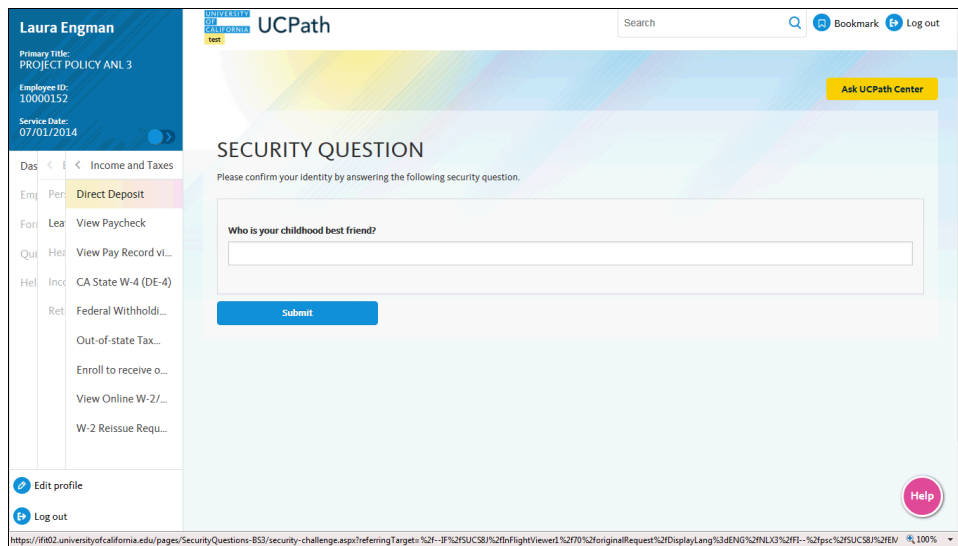
or


Menu Navigation:

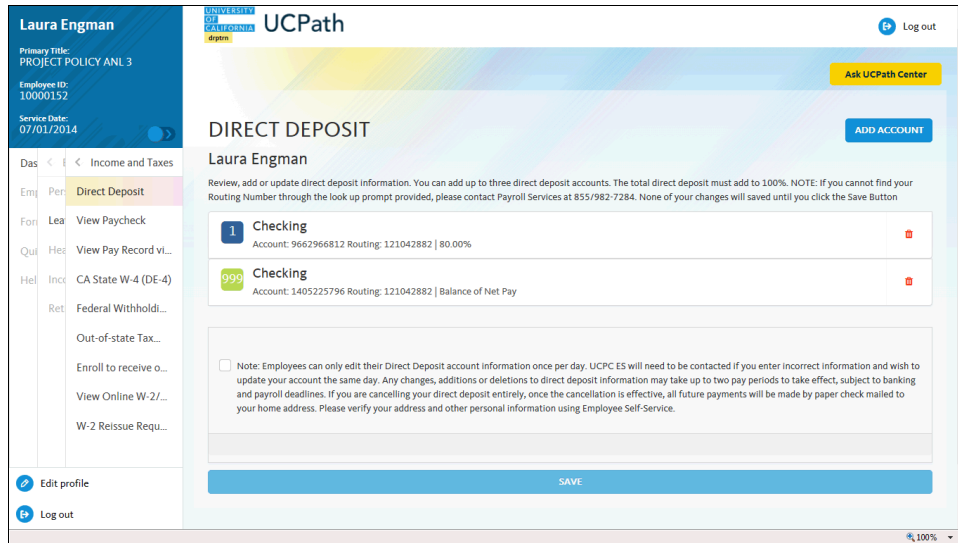
Employee Actions > Income and Taxes > **Direct Deposit**


You can add/update your direct deposit only once per day. This means you can click the **Save** button only once per day. Make all direct deposit changes, deletions and additions before you save.

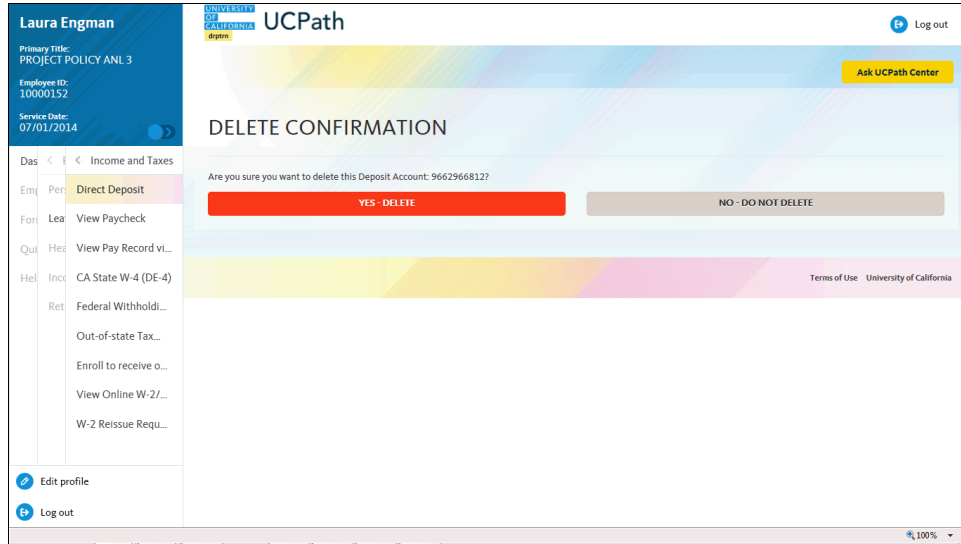
Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



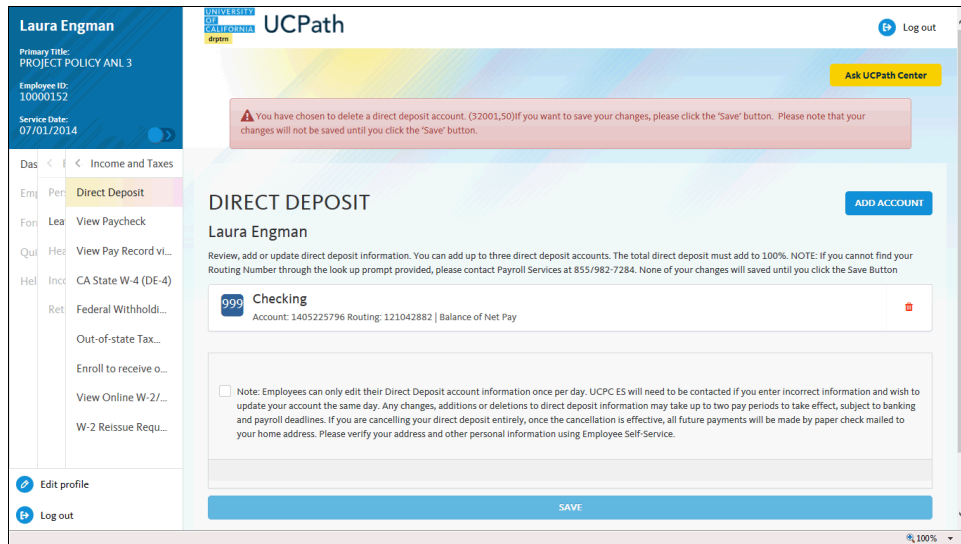
Step	Action
1.	<p>Before you change your direct deposit information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the Security Question field.</p> <p>For this example click in the Who is your childhood best friend? field.</p>
2.	<p>Enter the desired information into the Security Question field.</p> <p>For this example, enter Molly.</p>
3.	<p>Your answer appears as a series of dots.</p> <p>Click the Submit button.</p> 




Step	Action
4.	<p>If you answer the question correctly, UCPath displays the Direct Deposit page, and you can make your changes.</p> <p>If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the Security Questions Setup page. You must provide your date of birth and the last four digits of your Social Security number to validate your identity and then update your security questions and answers.</p>
5.	<p>The Direct Deposit page displays all of your direct deposits.</p> <p>In this example, delete the first checking account and add a savings account.</p>
6.	<p>For this example, click the Delete Direct Deposit button for the first checking account.</p> <p></p>

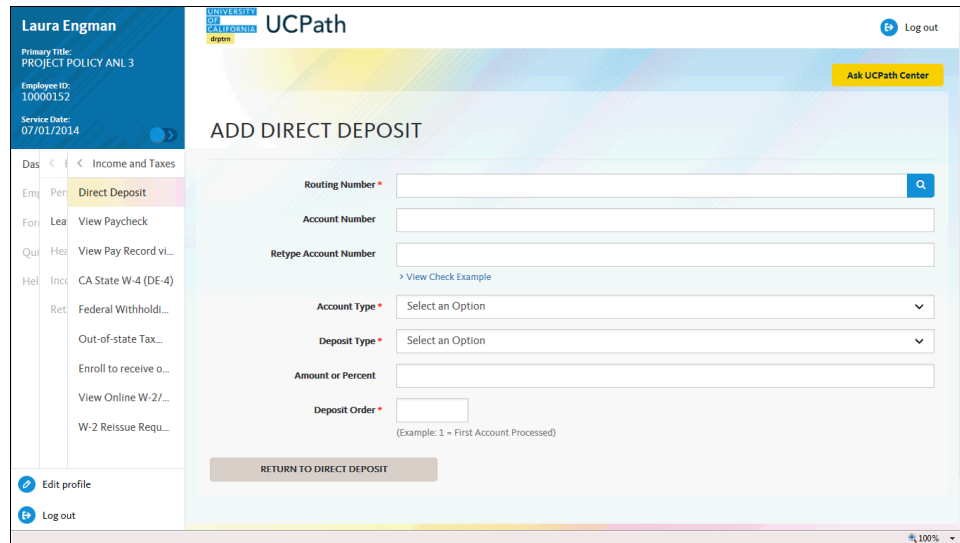



Step	Action
7.	<p>Confirm the deletion of your checking account.</p> <p>Click the Yes - Delete button.</p>





Step	Action
8.	<p>A warning message indicates that your change(s) will not be saved until you click the Save button.</p>

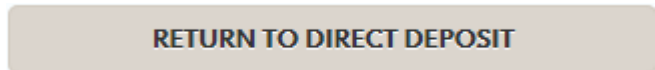
Step	Action
9.	<p>Before you save, add a savings account. Deposit \$50 into the savings account before the balance of your net pay is distributed into your checking account.</p> <p>Click the Add Account button.</p> 



Step	Action
10.	Click in the Routing Number field.
11.	Enter the desired information into the Routing Number field. For this example, enter 121042882 .
12.	Click in the Account Number field.
13.	Enter the desired information into the Account Number field. For this example, enter 356982987 .
14.	Click in the Retype Account Number field.
15.	Enter the desired information into the Retype Account Number field. For this example, enter 356982987 .
16.	Click the button to the right of the Account Type field.
	
17.	<p>Select the account type.</p> <p>For this example, click the Savings list item.</p>

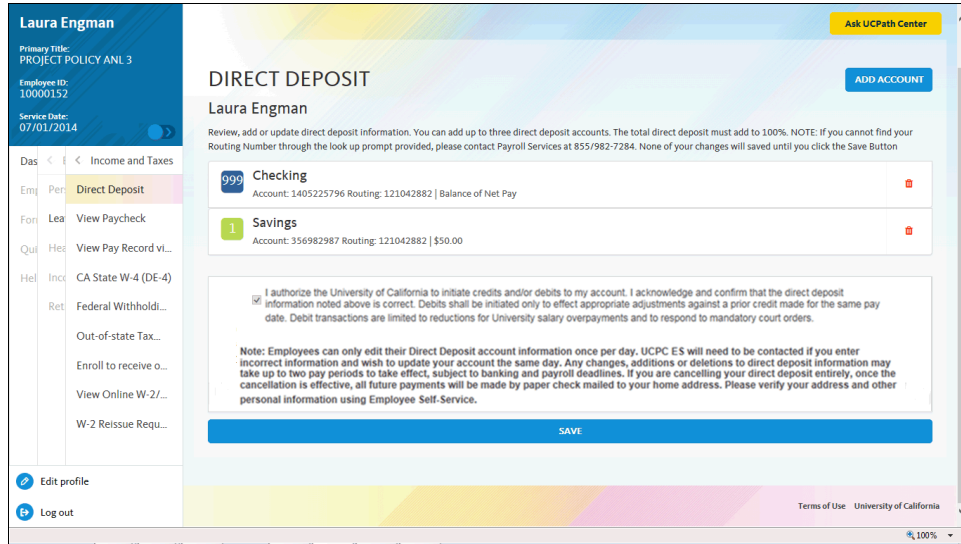
Step	Action
18.	<p>Click the button to the right of the Deposit Type field.</p> 
19.	<p>Select one of the following options:</p> <p>Amount: Use this option if you want to specify a fixed dollar amount to be deposited to the bank account.</p> <p>Balance of Net Pay: Use this option if you want the remaining net pay amount (after all other deposit types have been distributed) deposited to the bank account.</p> <p>Percent: Use this option if you want to specify a percentage of pay to be deposited to the bank account.</p> <p>For this example, click the Amount list item.</p>
20.	<p>If you select the Deposit Type of either Amount or Percent, you must enter the appropriate value in the Amount or Percent field.</p> <p>Click in the Amount or Percent field.</p>
21.	<p>Enter the desired information into the Amount or Percent field. For this example, enter 50.00.</p>
22.	<p>The Deposit Order field indicates the order in which pay is distributed to bank accounts when you have multiple direct deposit accounts. The lower the number, the higher the priority.</p> <p>Click in the Deposit Order field.</p> 
23.	<p>Enter the desired information into the Deposit Order field.</p> <p>For this example, enter 1 so the \$50.00 is distributed to the savings account before the net pay is distributed to the checking account, which has a deposit order of 999.</p>

Step	Action
24.	Click the Return to Direct Deposit button.

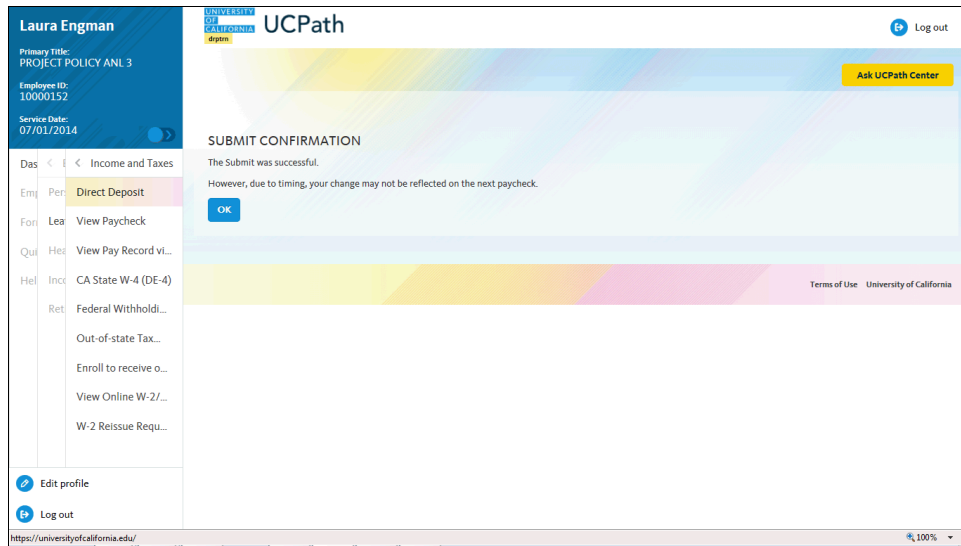



Step	Action
25.	<p>You can add/update your direct deposit only once per day. This means you can click the Save button only once per day. Make all direct deposit changes, deletions and additions before you save.</p> <p>Click the check box to allow UC to credit and/or debit your account(s).</p>





Step	Action
26.	Click the Save button.



Step	Action
27.	<p>Direct deposit additions must be validated with the bank you specified for the deposit. The pre-note process with the bank may take up to 10 days.</p> <p>Click the OK button.</p> 

Step	Action
28.	<p>You have added or deleted direct deposit information in UCPath online.</p> <p>A confirmation email is sent to the primary email address on your account. You can identify your primary email address under Employee Actions > Personal Information > Personal Information Summary.</p> <p>End of Procedure.</p>