

Use this task to update your direct deposit information in UCPath.

Dashboard Navigation:

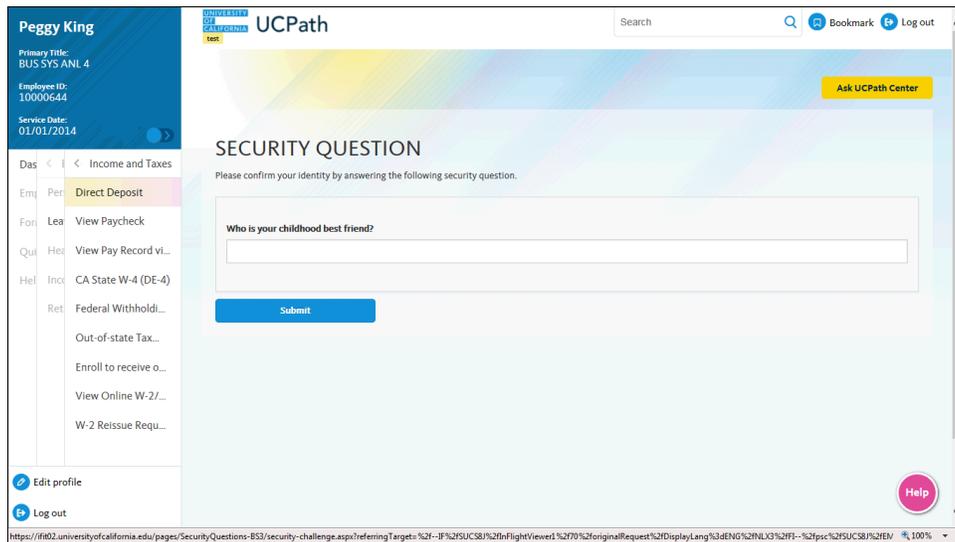
Income and Taxes > **Direct Deposit**

or

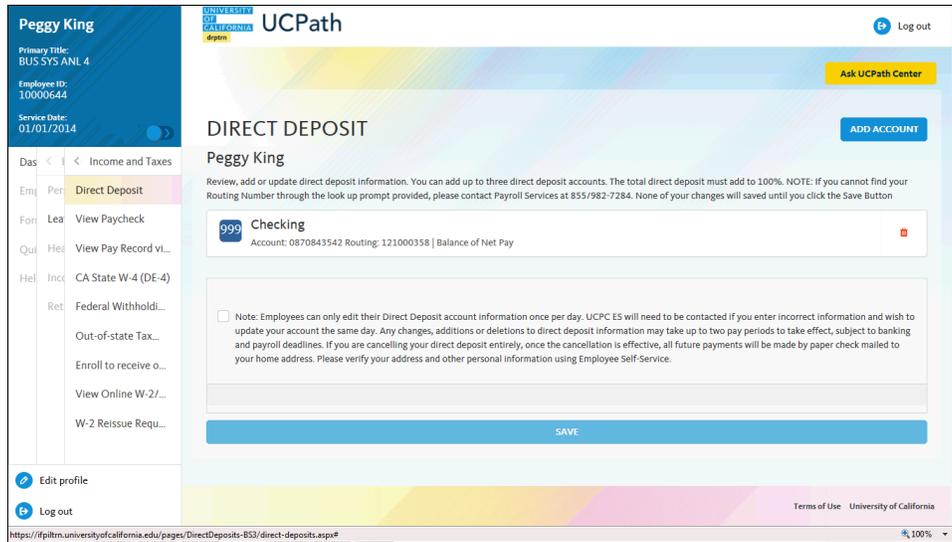
Menu Navigation:

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

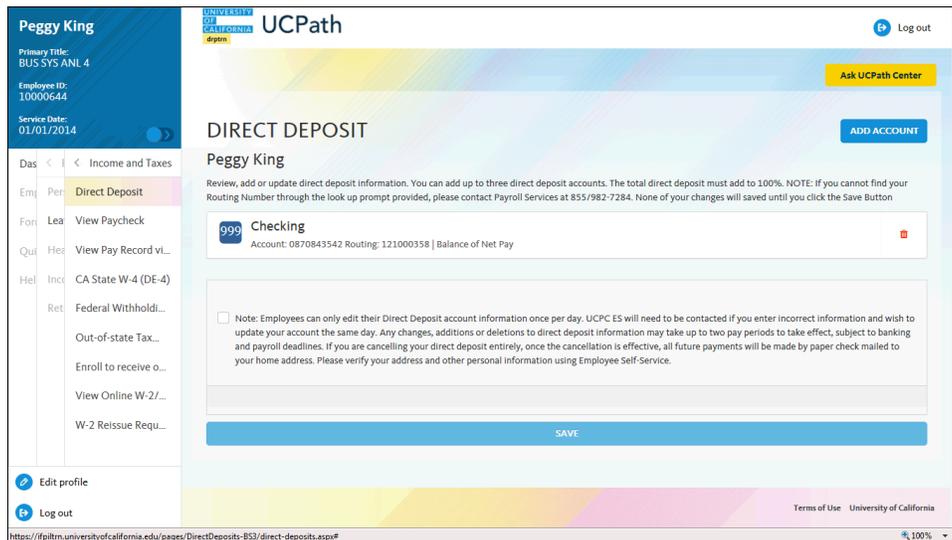
Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



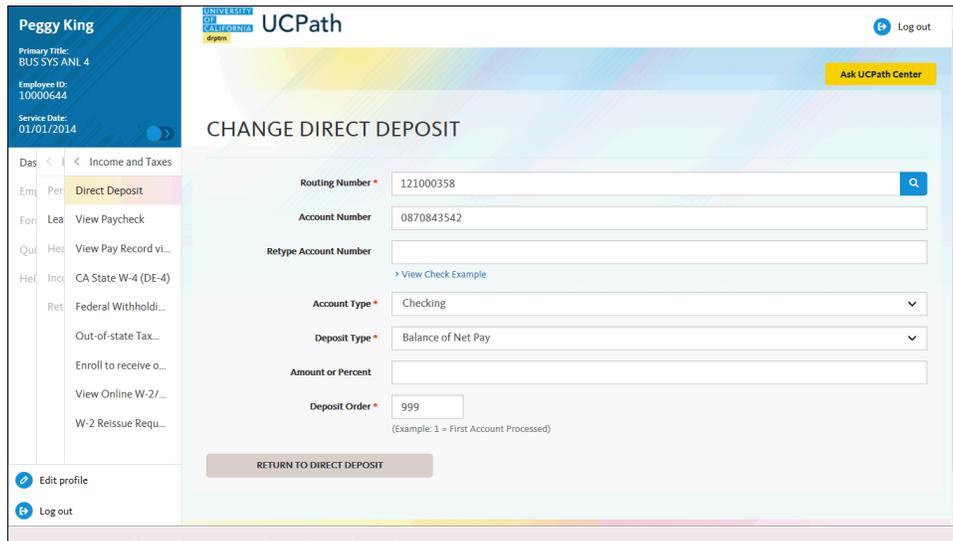
Step	Action
1.	<p>Before you change your direct deposit information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the Security Question field.</p> <p>For this example click in the Who is your childhood best friend? field.</p>
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> <div style="text-align: center; margin-top: 10px;">  </div>



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>



Step	Action
5.	<p>The Direct Deposit page displays all of your direct deposits.</p> <p>In this example, change the bank account on your direct deposit checking account.</p> <p>Click the Direct Deposit Account link.</p> 



Step	Action
6.	<p>To help locate the Routing Number and Account Number on your check, click the View Check Example link.</p> <p>> View Check Example</p>

Step	Action
7.	<p>After reviewing the check example, click the View Check Example link to close the example.</p> <p>View Check Example</p>

Step	Action
8.	<p>Use the Routing Number field to update the bank routing number details.</p> <p>Click the Routing Number button.</p> 

The screenshot shows the UCPath interface for user Peggy King. The left sidebar contains navigation options like 'Income and Taxes', 'Direct Deposit', 'View Paycheck', etc. The main content area is titled 'BACK > SEARCH FILTERS'. It features a search box for 'Bank ID' with a dropdown menu and a 'begins with' field. Below the search box are 'LOOK UP' and 'ADVANCED LOOKUP' buttons. A table of results is displayed below, with a note that only the first 300 results can be displayed.

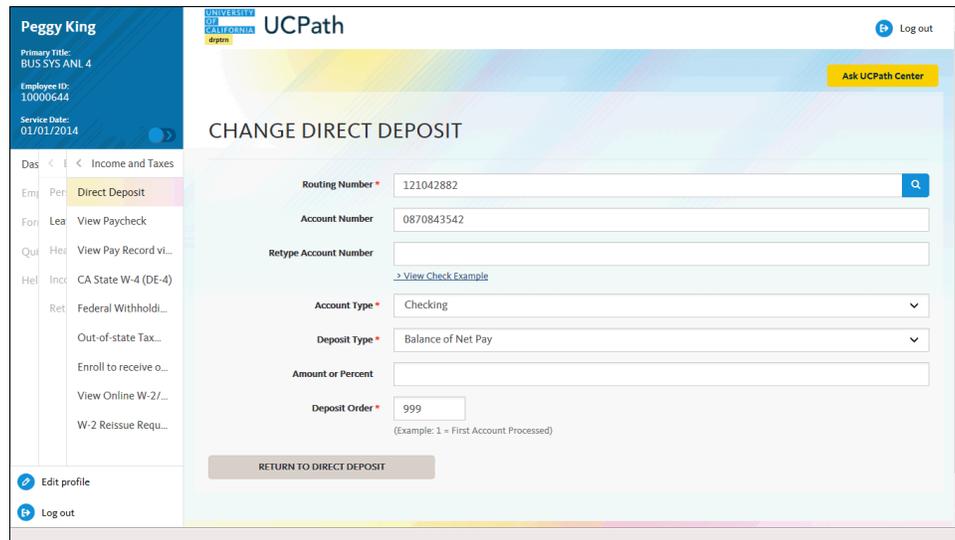
Bank ID	Bank Name	Address Line 1	City	State	Postal Code
011000015	FEDERAL RESERVE BANK	1000 PEACHTREE ST N.E.	ATLANTA	GA	30309
011000028	STATE STREET BANK AND TRUST COMPANY	JAB2NW	N. QUINCY	MA	02171
011000138	BANK OF AMERICA, N.A.	8001 VILLA PARK DRIVE	HENRICO	VA	23228
011000206	BANK OF AMERICA N.A	PO BOX 27025	RICHMOND	VA	23261
011000390	BANK OF AMERICA N.A	PO BOX 27025	RICHMOND	VA	23261

Step	Action
9.	A list of known routing numbers is available in the system. Click in the begins with field.
10.	Enter the desired information into the begins with field. For this example, enter part of the routing number, enter 121042 .
11.	Click the Look Up button.

The screenshot shows the UCPath interface after entering '121042' in the 'begins with' field and clicking 'LOOK UP'. The search results table is updated with new entries. A 'Quick Filter' box is also visible above the table.

Bank ID	Bank Name	Address Line 1	City	State	Postal Code
121042272	THE NORTHERN TRUST COMPANY	801 S CANAL ST	CHICAGO	IL	60607
121042484	PACIFIC COAST BANKERS BANK	1676 N CALIFORNIA BLVD SUITE 300	WALNUT CREEK	CA	94596
121042882	WELLS FARGO BANK NA	MAC N9301-041	MINNEAPOLIS	MN	55479

Step	Action
12.	<p>In this example, find the Wells Fargo Bank.</p> <p>Click the 121042882 button.</p> 



Step	Action
13.	<p>Click in the Account Number field.</p> 
14.	<p>Press [Delete].</p>
15.	<p>Enter the new account number in the Account Number field. For this example, enter 9871234654.</p>
16.	<p>Click in the Retype Account Number field.</p>
17.	<p>Re-enter your new account number in the Retype Account Number field. For this example, enter 9871234654.</p>
18.	<p>If you are changing your account type, click the button to the right of the Account Type field and select a different account type.</p> <p>In this example, the account type is not changing.</p>
19.	<p>Click the button to the right of the Deposit Type field.</p> 

Step	Action
20.	<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 Balance of Net Pay list item.</p>
21.	<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>
22.	<p>The Deposit Order field indicates the order in which pay is distributed to bank accounts if you have multiple direct deposit accounts. The lower the number, the higher the priority. Balance of net pay accounts should have the highest deposit order of 999.</p>

The screenshot shows the UCPath interface for updating direct deposit information. The user is logged in as Peggy King. The main heading is 'CHANGE DIRECT DEPOSIT'. The form contains the following fields and values:

- Routing Number:** 121042882
- Account Number:** 9871234654
- Retype Account Number:** 9871234654
- Account Type:** Checking
- Deposit Type:** Balance of Net Pay
- Amount or Percent:** (Empty field)
- Deposit Order:** 999

At the bottom of the form, there is a button labeled 'RETURN TO DIRECT DEPOSIT'.

Step	Action
23.	<p>Click the Return to Direct Deposit button.</p> <p style="text-align: center;">RETURN TO DIRECT DEPOSIT</p>

Step	Action
24.	<p>You can add/update your direct deposit 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> <input type="checkbox"/>

Step	Action
25.	Click the Save button.

Step	Action
26.	<p data-bbox="386 275 1192 306">You have updated your direct deposit information in UCPath online.</p> <p data-bbox="386 342 1325 443">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 data-bbox="386 443 618 474">End of Procedure.</p>