

Use this task to add or delete direct deposit information on the UCPath Portal.

Dashboard Navigation:

Income and Taxes > **Direct Deposit**

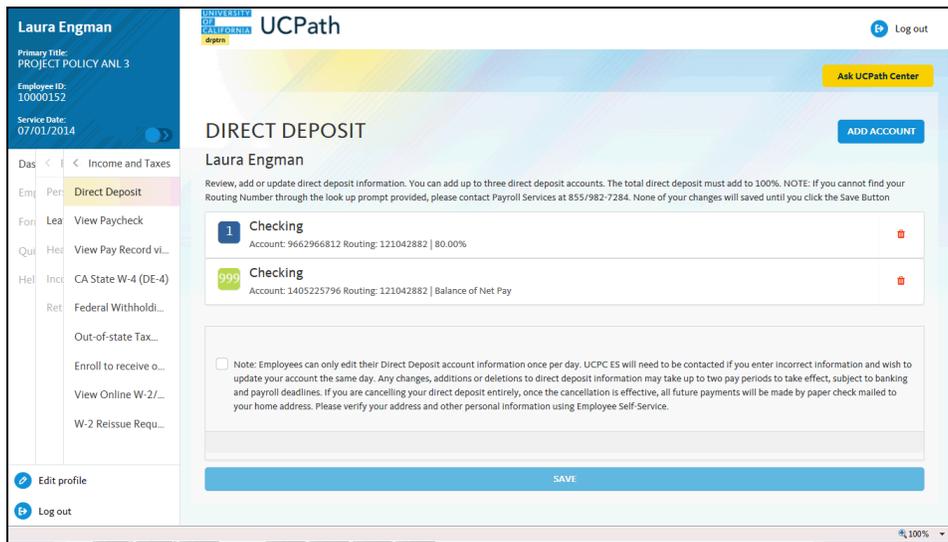
or

Menu Navigation:

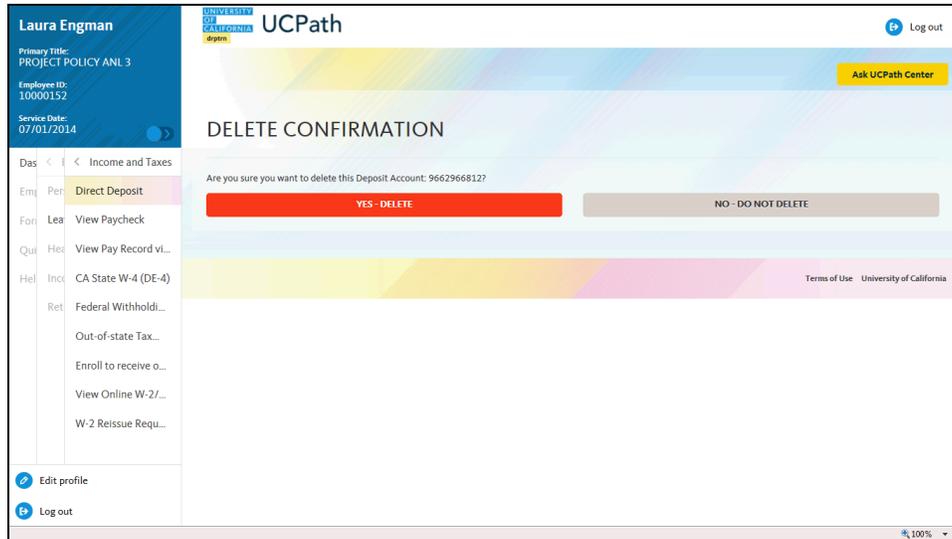
Employee Actions > Income and Taxes > **Direct Deposit**

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.

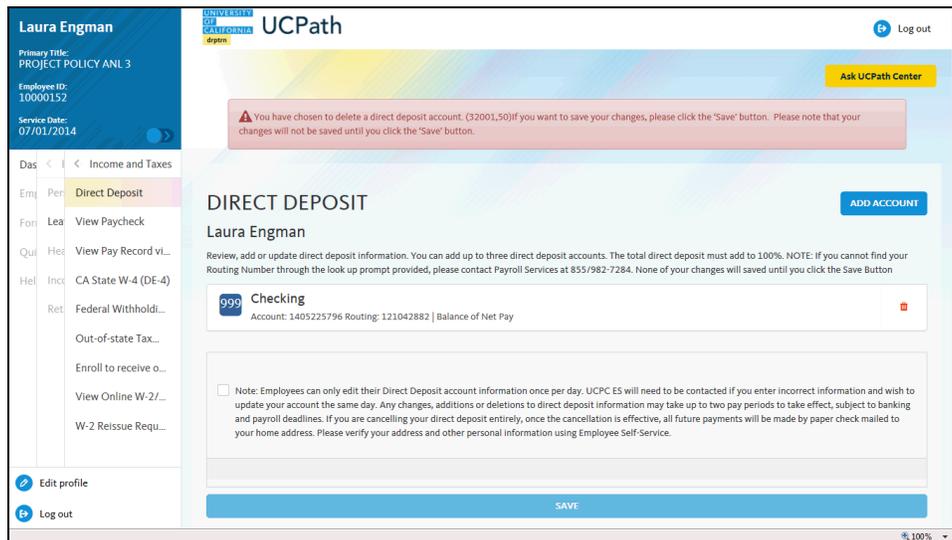
Note: This example uses portal images as seen on a computer. Portal images appear differently on a tablet or smartphone, but the steps remain the same.



Step	Action
1.	The Direct Deposit page displays all of your direct deposits. In this example, delete the first checking account and add a savings account.
2.	For this example, click the Delete Direct Deposit button for the first checking account. 

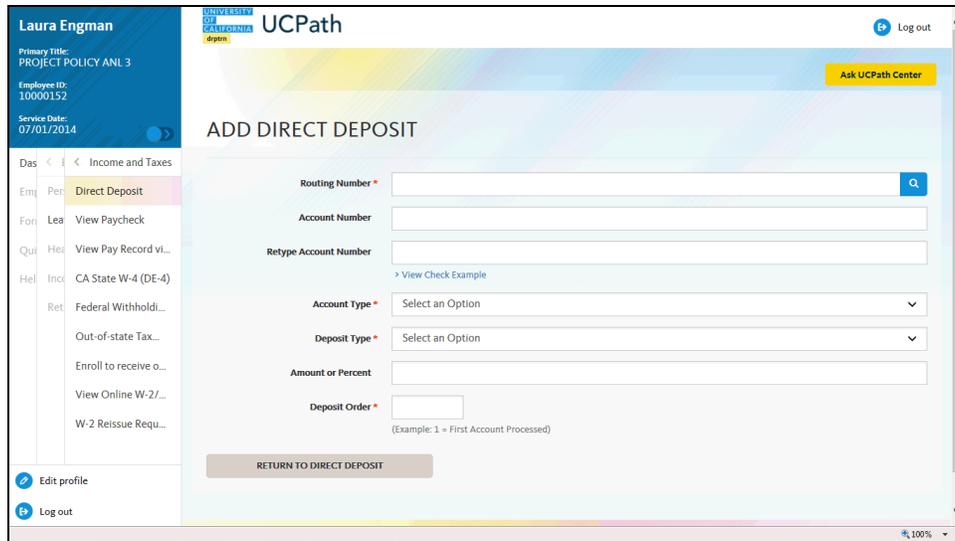


Step	Action
3.	<p>Confirm the deletion of your checking account.</p> <p>Click the Yes - Delete button.</p>



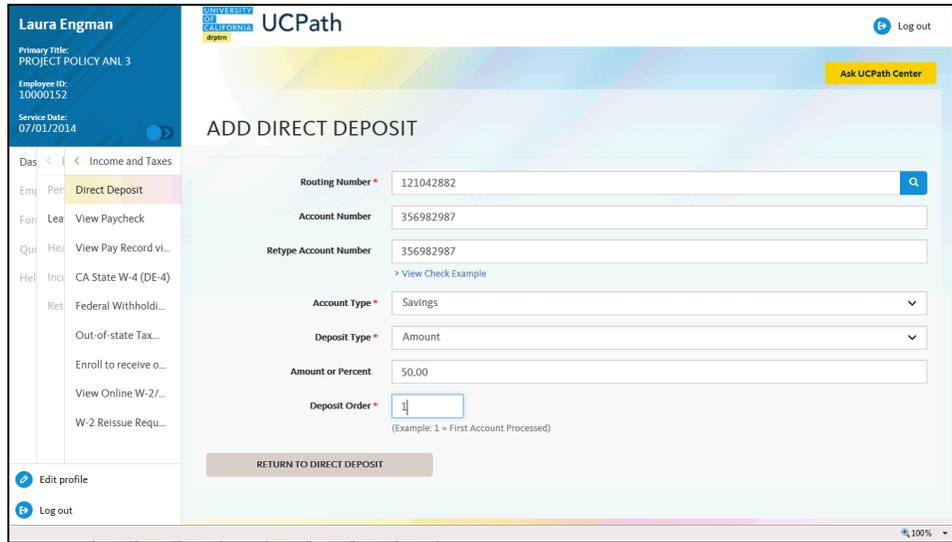
Step	Action
4.	<p>A warning message indicates that your change(s) will not be saved until you click the Save button.</p>

Step	Action
5.	<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> 

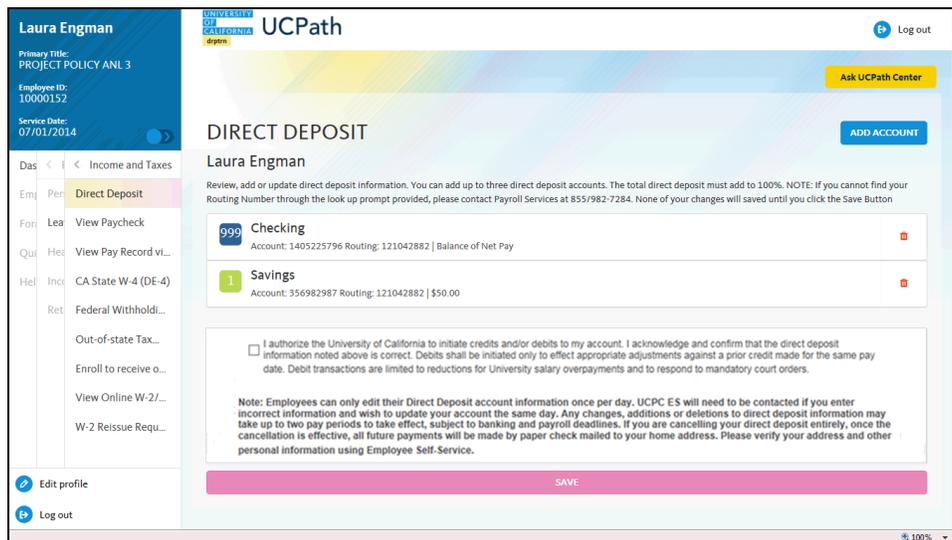


Step	Action
6.	Click in the Routing Number field.
7.	Enter the desired information into the Routing Number field. For this example, enter 121042882 .
8.	Click in the Account Number field.
9.	Enter the desired information into the Account Number field. For this example, enter 356982987 .
10.	Click in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

Step	Action
14.	<p>Click the button to the right of the Deposit Type field.</p> 
15.	<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>
16.	<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>
17.	<p>Enter the desired information into the Amount or Percent field. For this example, enter 50.00.</p>
18.	<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> 
19.	<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>

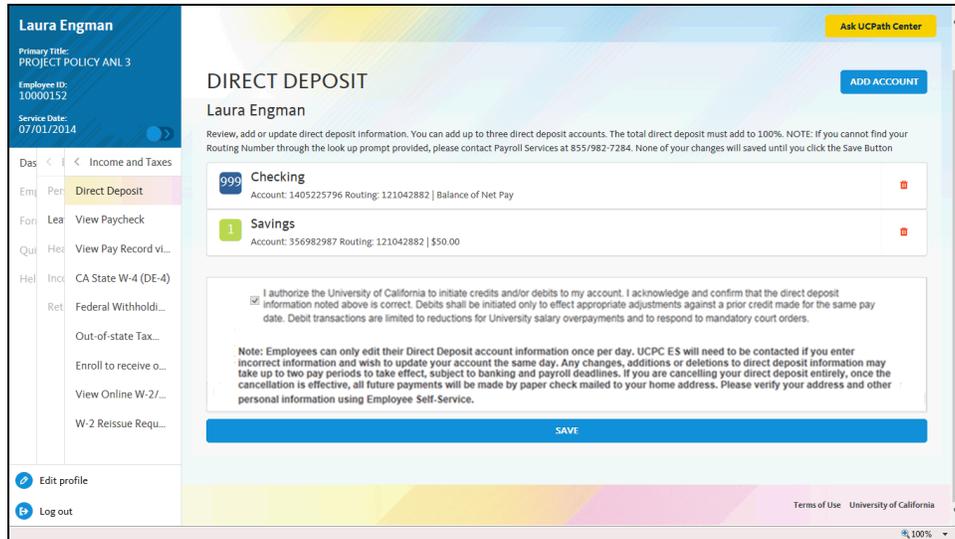


Step	Action
20.	Click the Return to Direct Deposit button.

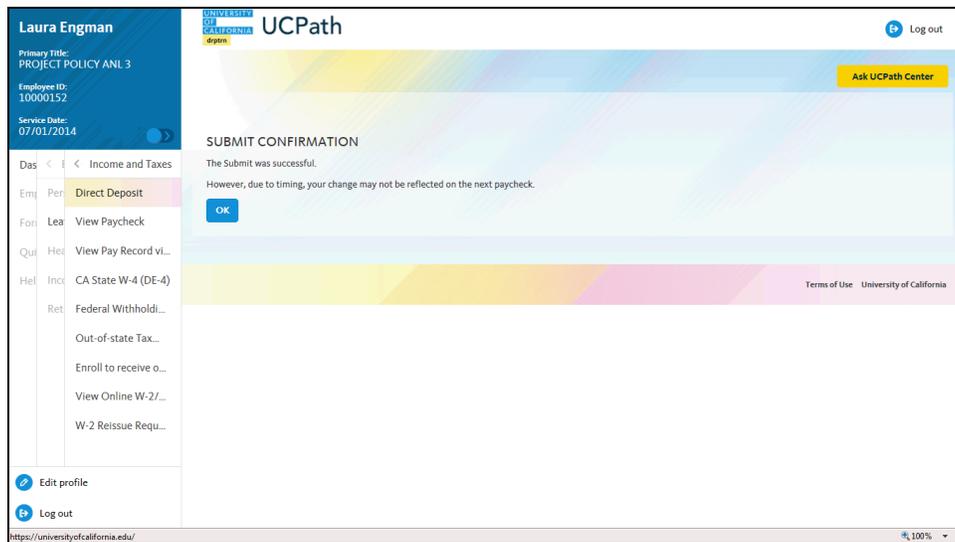


Step	Action
21.	You can add/update your direct deposit only once per day. This means you can click the Save button only once per day. Make all direct deposit changes, deletions and additions before you save.
	Click the check box to allow UC to credit and/or debit your account(s).





Step	Action
22.	Click the Save button.



Step	Action
23.	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. Click the OK button. 
24.	You have added or deleted direct deposit information in the UCPath Portal. End of Procedure.

