

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.



Laura Engman	UCPath	😝 Log out
Primary Title: PROJECT POLICY ANL 3		Ask UCPath Center
Employee ID: 10000152		
Service Date: 07/01/2014	DELETE CONFIRMATION	
Das 🗧 🗧 < Income and Taxes	Are you sure you want to delete this Denosit Account: 96629668172	
Emj Per Direct Deposit	YES - DELETE	NO - DO NOT DELETE
Fori Lea View Paycheck		
Qui Hea View Pay Record vi		
Hel Inco CA State W-4 (DE-4)		Terms of Use University of California
Ret Federal Withholdi		
Out-of-state Tax		
Enroll to receive o		
View Online W-2/		
W-2 Reissue Requ		
Edit profile		
🕒 Log out		

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

Laura Engman	Consort CPath Consort
Primary Title: PROJECT POLICY ANL 3 Employee 10: 10000152	Ask UCPath Center
Service Date: 07/01/2014	Too have chosen to denice a unextension account, 22202,000 you want to save your changes, preservice, the save button. Preservice that your changes will not be save button. Preservice that your changes will not be save button.
Das < E < Income and Taxes	
Emj Per: Direct Deposit	DIRECT DEPOSIT ADD ACCOUNT
For Lea View Paycheck	Laura Engman
Qui Hea View Pay Record vi	Review, add or update direct deposit information. You can add up to three direct deposit accounts. The total direct deposit must add to 100%. NOTE: If you cannot find your
Hel Inco CA State W-4 (DE-4)	Routing Number through the look up prompt provided, please contact Payroll Services at 855/982-7284. None of your changes will saved until you click the Save Button
Ret Federal Withholdi	999 Checking Account: 1405225796 Routing: 121042882 Balance of Net Pay
Out-of-state Tax	
Enroll to receive o View Online W-2/ W-2 Reissue Requ	Note: Employees can only edit their Direct Deposit account information once per day. UCPC ES will need to be contacted if you enter incorrect information and wish to update your account the same day. Any changes, additions or deletions to direct deposit information may take up to two pay periods to take effect, subject to banking and payroll deadlines. If you are cancelling your direct deposit entirely, once the cancelliation is effective, all future payments will be made by paper check mailed to your home address. Please verify your address and other personal information using Employee Self-Service.
🧭 Edit profile	
😥 Log out	SAVE
	\$,100% •

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



Step	Action
5.	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. Click the Add Account button.

Laura Engman Primary Title: PROJECT POLICY ANL 3 Employee ID: 10000152		ngman	OF CALIFORNIA UCPath	😣 Log out
		POLICY ANL 3	ayan	Ask UCPath Center
rvii 7/0	e Date)1/20	14	ADD DIRECT DEPO	ISIT
as	< 1	< Income and Taxes		
im	Pen	Direct Deposit	Routing Number *	٩
ori	Lea	View Paycheck	Account Number	
Qui	Hea	View Pay Record vi	Retype Account Number	
lel	Inco	CA State W-4 (DE-4)		> View Check Example
	Ret	Federal Withholdi	Account Type *	Select an Option 🗸
		Out-of-state Tax	Deposit Type *	Select an Option 🗸
		Enroll to receive o	Amount or Percent	
		View Online W-2/	Deposit Order *	
		W-2 Reissue Requ		(Example: 1 = First Account Processed)
2	Edit p	rofile	RETURN TO DIRECT DEPOSIT	
•	Log of	ıt		
				€,100%

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.	Select the account type.
	For this example, click the Savings list item.



Step	Action				
14.	Click the button to the right of the Deposit Type field.				
	✓				
15.	Select one of the following options:				
	Amount: Use this option if you want to specify a fixed dollar amount to be deposited to the bank account.				
	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.				
	Percent: Use this option if you want to specify a percentage of pay to be deposited to the bank account.				
	For this example, click the Amount list item.				
16.	If you select the Deposit Type of either Amount or Percent , you must enter the appropriate value in the Amount or Percent field.				
	Click in the Amount or Percent field.				
17.	Enter the desired information into the Amount or Percent field. For this example, enter 50.00 .				
18.	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.				
	Click in the Deposit Order field.				
19.	Enter the desired information into the Deposit Order field.				
	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.				



Laura	Engman	CALIFORNIA UCPath	e Log out
Primary Title: PROJECT POLICY ANL 3 Employee ID: 10000152			Ack UCPath Center
Service Date 07/01/20	* 114	ADD DIRECT DEPO	SIT
Das <	 Income and Taxes Direct Deposit 	Routing Number *	121042882 Q
For Lea	View Paycheck	Account Number	356982987
Qui He	View Pay Record vi	Retype Account Number	356982987
Hel Inc	CA State W-4 (DE-4)	Account Type *	Savings
	Out-of-state Tax	Deposit Type *	Amount
	Enroll to receive o	Amount or Percent	50.00
	W-2 Reissue Requ	Deposit Order *	(Example: 1 = First Account Processed)
		RETURN TO DIRECT DEPOSIT	
 Edit p Long 	profile		
Ug tog t			▲ 100%

Step	Action
20.	Click the Return to Direct Deposit button.
	RETURN TO DIRECT DEPOSIT

Laura Engman	CONTRACTOR UCPath	Log out
Primary Title: PROJECT POLICY ANL 3	Ask UCPat	h Center
Employee ID: 10000152		
Service Date: 07/01/2014	DIRECT DEPOSIT	COUNT
Das 🦿 E < Income and Taxes	Laura Engman	_
Emp Per: Direct Deposit	Review, add or update direct deposit information. You can add up to three direct deposit accounts. The total direct deposit must add to 100%. NOTE: if you cannot find Routing Number through the look up prompt provided, please contact Payroll Services at 855/982-7284. None of your changes will saved until you click the Save Butto	your n
For Lea View Paycheck	999 Checking	
Qui Hea View Pay Record vi	Account: 1405225796 Routing: 121042882 Balance of Net Pay	
Hel Inco CA State W-4 (DE-4)	1 Savings Account: 356982987 Routing: 121042882 \$50.00	•
Ret Federal Withholdi		_
Out-of-state Tax	I authorize the University of California to initiate credits and/or debits to my account. I acknowledge and confirm that the direct deposit information noted above is correct. Debits shall be initiated only to effect appropriate adjustments against a prior credit made for the same pay	
Enroll to receive o	date. Debit transactions are limited to reductions for University salary overpayments and to respond to mandatory court orders.	
View Online W-2/	Note: Employees can only edit their Direct Deposit account information once per day. UCPC ES will need to be contacted if you enter incorrect information and wish to undate your account the same day. Any changes, additions or deletions to direct deposit information may	
W-2 Reissue Requ	take up to two pay periods to take effect, subject to banking and payroll deadlines. If you are cancelling your direct deposit entirely, once th cancellation is effective, all future payments will be made by paper check mailed to your home address. Please verify your address and othe	e r
	personal information using Employee Self-Service.	
Ø Edit profile	SAVE	
😥 Log out		~
		🔍 100% 🔻

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).



Laura Engman		ngman	Ask UCPath Center	
Prima PRO	ny Title JECT I	POLICY ANL 3		
Employee ID: 10000152			DIRECT DEPOSIT ADD ACCOUNT	
Servia 07/0	ce Date: 01/201	14	Laura Engman Revew, add or update direct deposit information. You can add up to three direct deposit accounts. The total direct deposit must add to 100%. NOTE: If you cannot find your Routine Number through the look up aromat provided, please contact Payroll Services at \$55/982-7284. None of your chanses will saved until you click the Save Button	
Das	< 1	< Income and Taxes		
Emp	Pen	Direct Deposit	Account: 1405225796 Routing: 121042882 Balance of Net Pay	
For	Lea	View Paycheck	Savings	
Qui	Hea	View Pay Record vi	Account: 356982987 Routing: 121042882 \$50.00	
Hel	Inco	CA State W-4 (DE-4)	Lautharias the University of Astformic to initiate anothe andre debits to an assault 1 astronoteday and confirm that the direct depart	
	Ret	Federal Withholdi	I aduntate the University of California to instance regions and/or decision of aductors in aduntational adults and adults and adults and adults ad	
		Out-of-state Tax		
		Enroll to receive o	Note: Employees can only edit their Direct Deposit account information once per day, UCPC ES will need to be contacted if you enter incorrect information and wish to update your account the same day. Any changes, additions or deletions to direct deposit information may take up to two pay periods to take effect, subject to banking and payroll deadlines. If you are cancelling your direct deposit entirely, once the	
		View Online W-2/	cancellation is effective, all future payments will be made by paper check mailed to your home address. Please verify your address and other personal information using Employee Self-Service.	
		W-2 Reissue Requ	SAVE	
Ø	Edit p	rofile		
€	Log ou	ıt	Terms of Use University of Californi	a
			\$1003	

Step	Action
22.	Click the Save button.

Laura Engman		E Log out
Primary Title: PROJECT POLICY ANL 3		Add UP and Parket
Employee ID: 10000152		Ask ochadi center
Service Date: 07/01/2014	SUBMIT CONFIRMATION	Manager Manager
Das 🤌 E < Income and Taxes	The Submit was successful.	
Emj Per: Direct Deposit	However, due to timing, your change may not be reflected on the next paycheck.	
Fori Lea View Paycheck	ΟΚ	
Qui Hea View Pay Record vi		
Hel Inco CA State W-4 (DE-4)		Terms of Use University of California
Ret Federal Withholdi		
Out-of-state Tax		
Enroll to receive o		
View Online W-2/		
W-2 Reissue Requ		
Edit profile		
Example 1 Construction Construction Example 2 Construction		
https://universityofcalifornia.edu/	€_100% -	

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.