

Use this task to add direct deposit information in UCPath.

Dashboard Navigation:

Income and Taxes > **Direct Deposit**

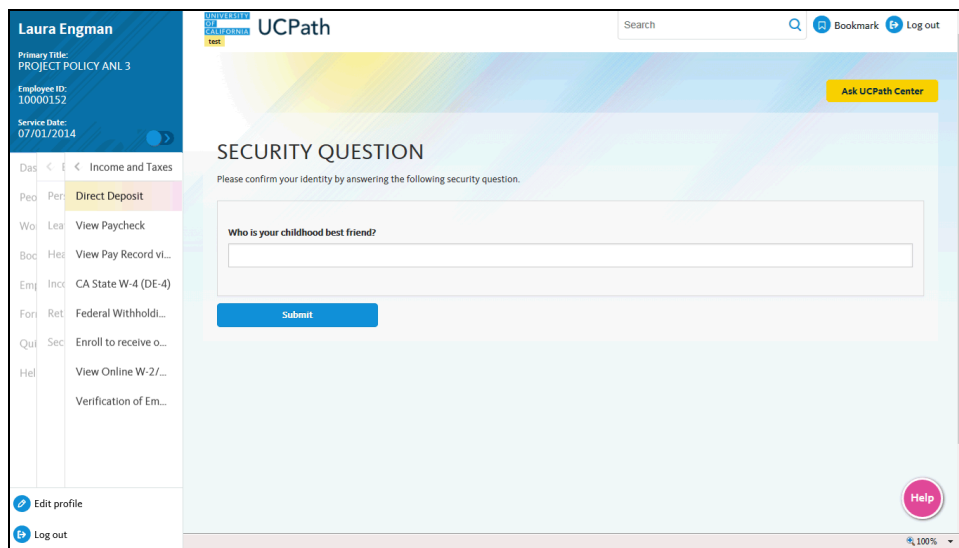
or

Menu Navigation:


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

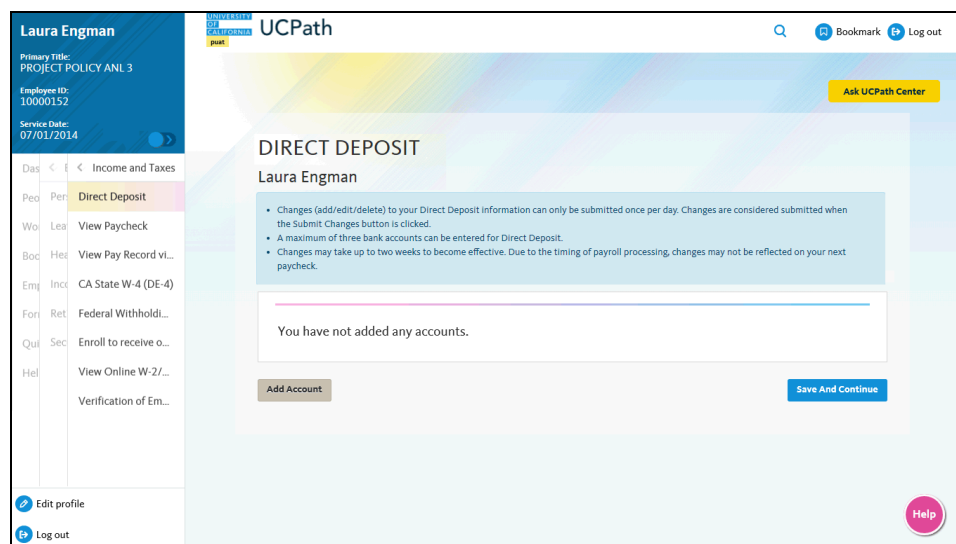
You can add/update your direct deposit only once per day. This means you can click the **Submit Changes** button only once per day. Make all direct deposit changes, deletions and additions before you save.


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.	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. For this example click in the Who is your childhood best friend? field.
2.	Enter the desired information into the Security Question field. For this example, enter Molly .
3.	If you answer the question correctly, UCPath displays the next page. 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.

Step	Action
4.	<p>Your answer appears as a series of dots.</p> <p>Click the Submit button.</p> 



Step	Action
5.	<p>The Direct Deposit page displays all of your direct deposits.</p> <p>In this example, add a savings and a checking account.</p>
6.	<p>Note: You can add/update your direct deposit only once per day. This means you can click the final Submit Changes button only once per day.</p> <p>Make sure you do all direct deposit changes, deletions and additions before you click Submit Changes.</p>
7.	<p>Click the Add Account button.</p> 

Laura Engman
Primary Title:
PROJECT POLICY ANL 3
Employee ID:
10000152
Service Date:
07/01/2014

UCPath

Ask UCPath Center

ADD DIRECT DEPOSIT

Banking Information

Routing Number*

Account Type*

Checking Savings

Account Number*

Retype Account Number*

Example Check >

Deposit Information

Edit profile
Log out

Help

Step	Action
8.	Click the scroll bar.
9.	Expand the Example Check section to see how routing and account information appear on a check. Click Example Check . Example Check >

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UCPath

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ADD DIRECT DEPOSIT

Banking Information

Routing Number*

Account Type*

Checking Savings

Account Number*

Retype Account Number*

Example Check >

Example Check >

1 2

1. The first group of digits along the bottom of the check is the routing number.
2. The second group of digits along the bottom of the check is the account number.

Deposit Information

Edit profile
Log out

Help

Step	Action
10.	After reviewing the example, click Example Check to collapse the section. Example Check >

Banking Information

Routing Number*

Account Type*

Checking Savings

Account Number*

Retype Account Number*

Example Check >

Deposit Information

Deposit Type*


Amount Balance of Net Pay Percent

Deposit Order*

e.g. 1, 2, 3

Example: 1 = Deposited First

Help

Step	Action
11.	Click the Routing Number Lookup button. 

LOOK UP ROUTING NUMBER

SEARCH BY:

Bank ID begins with


Advanced Lookup


Look Up Cancel

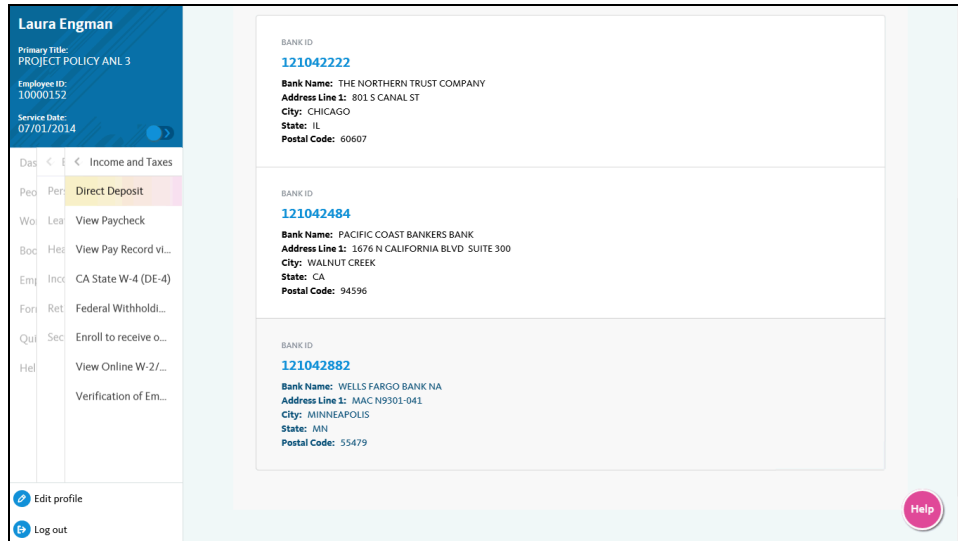
BANK ID
011000015
Bank Name: FEDERAL RESERVE BANK
Address Line 1: 1000 PEACHTREE ST N.E.
City: ATLANTA
State: GA
Postal Code: 30309


BANK ID
011000028
Bank Name: STATE STREET BANK AND TRUST COMPANY
Address Line 1: JAB2HW
City: N. QUINCY
State: MA
Postal Code: 02171

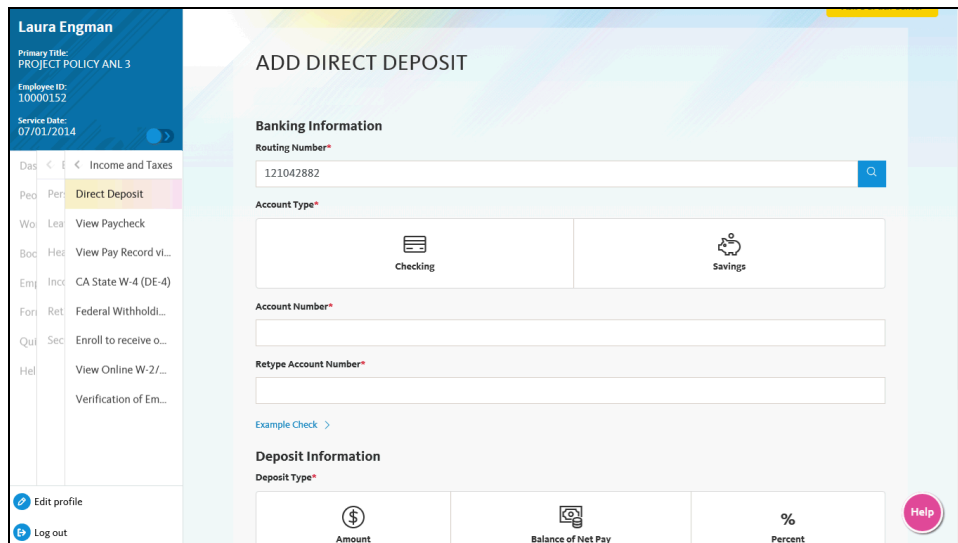
Help


Step	Action
12.	Click in the begins with field. 
13.	Enter the desired information into the begins with field. For this example, enter 121042 .

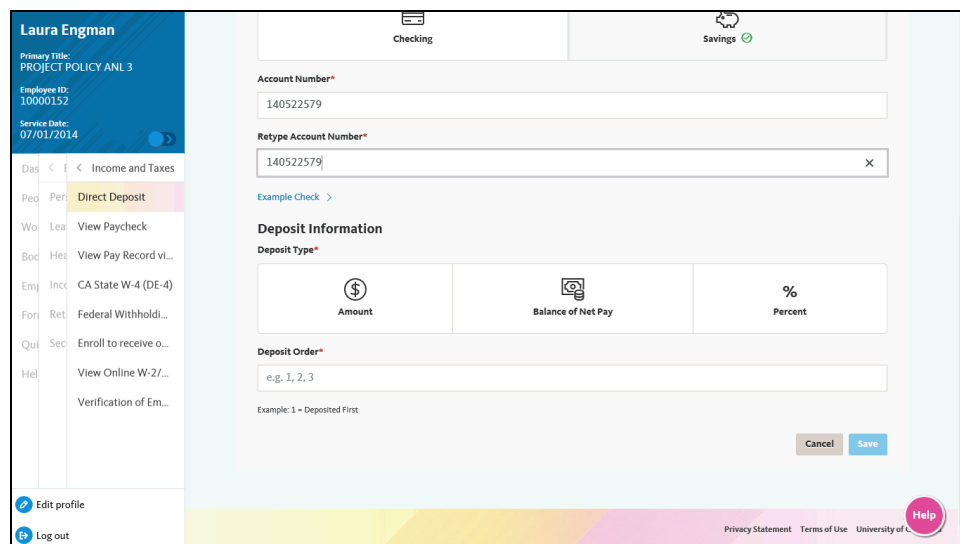
Step	Action
14.	Click the Look Up button. 
15.	Click the scroll bar.



Step	Action
16.	Click the Bank ID number link. 



Step	Action
17.	<p>Select the account type.</p> <p>For this example, click the Savings button.</p> 
18.	Click in the Account Number field.
19.	<p>Enter the desired information into the Account Number field.</p> <p>For this example, enter 140522579.</p>
20.	Click in the Retype Account Number field.
21.	<p>Enter the desired information into the Retype Account Number field.</p> <p>For this example, enter 140522579.</p>
22.	Click the scroll bar.



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Checking Savings

Account Number*
140522579

Retype Account Number*
140522579

Example Check >

Deposit Information
Deposit Type*



Amount Balance of Net Pay Percent

Deposit Order*
e.g. 1, 2, 3
Example: 1 = Deposited First

Cancel Save


Edit profile Log out

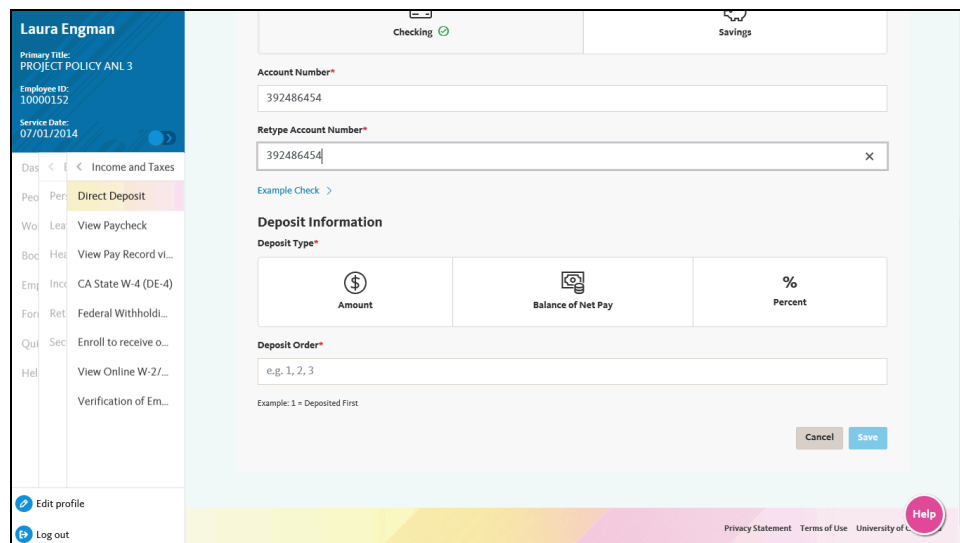
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Step	Action
23.	<p>Select one of the following options:</p> <p>Amount: Use this option if you want to specify a fixed dollar amount to be deposited to the bank account.</p> <p>Balance of Net Pay: Use this option if you want the remaining net pay amount (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 button.</p> <div></div>
24.	Click in the Amount field.
25.	Enter the desired information into the Amount field. For this example, enter 100.00 .
26.	<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>
27.	<p>Enter the desired information into the Deposit Order field.</p> <p>In this case, you want \$100.00 distributed to the savings account before the Balance of Net Pay is distributed to the checking account.</p> <p>For this example, enter 1.</p>
28.	<p>Click the Save button.</p> <div></div>

Step	Action
29.	To add a second account, click the Add Account button.

Step	Action
30.	Click in the Routing Number field.
31.	Enter the desired information into the Routing Number field. For this example, enter 121042882 .

Step	Action
32.	<p>This next account is a checking account.</p> <p>Click the Checking button.</p> <div style="text-align: center;">  Checking </div>
33.	Click in the Account Number field.
34.	Enter the desired information into the Account Number field. For this example, enter 392486454 .
35.	Click in the Retype Account Number field.
36.	Enter the desired information into the Retype Account Number field. For this example, enter 392486454 .
37.	Click the scroll bar.



Step	Action
38.	<p>Use the Balance of Net Pay option for this second account.</p> <p>Click the Balance of Net Pay button.</p> <div style="text-align: center;">  Balance of Net Pay </div>

Step	Action
39.	The Deposit Order defaults to LAST when Balance of Net Pay is selected.
40.	Click the Save button.
41.	In this example, you added two bank accounts for direct deposit. You can add up to three accounts for your direct deposit.

Step	Action
42.	Click the Save and Continue button.

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DIRECT DEPOSIT
Laura Engman

Have you made all the changes you need to make?


- The below authorization checkbox and the Submit Changes button must be clicked to submit the changes in the system.
- Direct deposit information can be submitted once per day. Changes are considered submitted when the Submit Changes button is clicked.
- Changes may take up to two weeks to become effective. Due to payroll processing deadlines, changes may not reflect on your next paycheck.
- If deleting or cancelling direct deposit account(s), a paper check will be mailed to the home address on file in UCPath.
- Be sure to verify and/or update your Home Address in UCPath. Navigation: UCPath online > Employee Actions > Personal Information > Home/Mailing Address

☐ 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 date. Debit transactions are limited to reductions for University salary overpayments and to respond to mandatory court orders.

Cancel Submit Changes

Edit profile Log out

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Step	Action
43.	Please read the important information on this page carefully before proceeding.
44.	Make sure to do all direct deposit changes, deletions and additions before you click Submit Changes .
45.	Click the I authorize the University of California... option. <input type="checkbox"/>
46.	Click the Submit Changes button. 

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DIRECT DEPOSIT
Submit Confirmation

The Submit was successful.

Your direct deposit changes were successfully submitted in UCPath. Account(s) will undergo the validation process with your financial institution.


IMPORTANT:

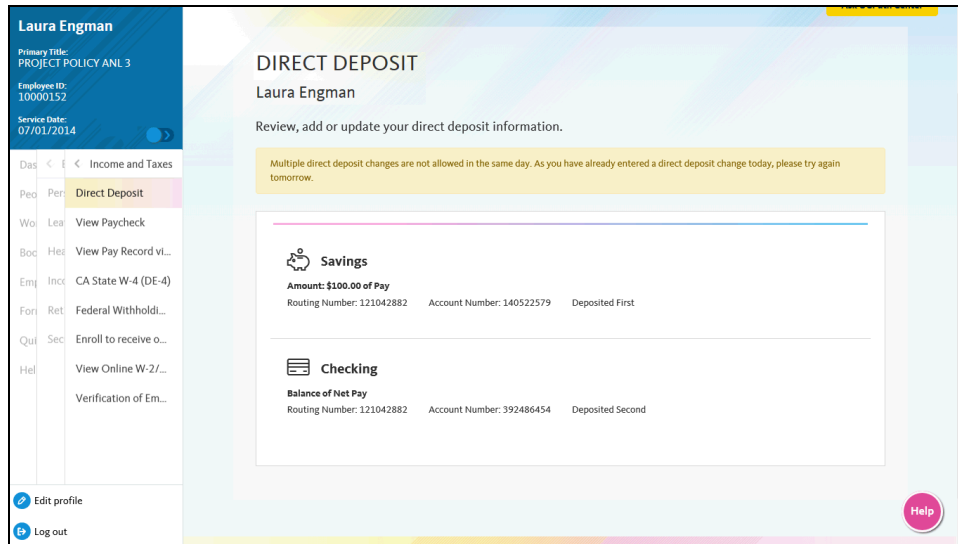
- Changes may take up to two weeks to become effective. Due to payroll processing deadlines, changes may not reflect on your next paycheck.
- If deleting or cancelling direct deposit account(s), a paper check will be mailed to the home address on file in UCPath.
- Be sure to verify and/or update your Home Address in UCPath. Navigation: UCPath online > Employee Actions > Personal Information > Home/Mailing Address

OK

Edit profile Log out

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Step	Action
47.	A confirmation email is sent to your business email and to your personal email (marked as primary), if you have one set up.
48.	The initial Direct Deposit setup may take up to two weeks to become effective..
49.	Click the OK button. 



Step	Action
50.	The Direct Deposit page now reflects the changes you made today.
51.	You have added direct deposit information in UCPath online. End of Procedure.