

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.

Laura Engman		Search	Q 😡 Bookmark 🕞 Log out 🔺
Primary Title: PROJECT POLICY ANL 3			
Employee ID: 10000152			Ask UCPath Center
Service Date: 07/01/2014	SECURITY QUESTION		
Peo Per Direct Deposit	Please confirm your identity by answering the following security question.		
Wo Lea View Paycheck	Who is your childhood best friend?		
Boo Hea View Pay Record vi			
Emp Inco CA State W-4 (DE-4)			
Fori Ret Federal Withholdi	Submit		
Qui Sec Enroll to receive o			
Hel View Online W-2/			
Verification of Em			
🥏 Edit profile			Help
😥 Log out			€,100% -

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.



our answer appears as a series of dots.
lick the Submit button.
Submit

per	
DIRECT DEPOSIT	
 Changes (add/redit/delete) to your Direct Deposit information can only be submitted once per day. Changes are considered submitted when the Submit Changes button is clicked. A maximum of three bank accounts can be entered for Direct Deposit. Changes may take up to two weeks to become effective. Due to the timing of payroll processing, changes may not be reflected on your next paycheck. 	
You have not added any accounts.	
Add Account Save And Continue	
Help)
	Eura Engena 9. Anages (add/eddit/delete) to your Direct Deposit Information can only be submitted once per day. Changes are considered submitted when the submit Changes button is clicked. 9. A maximum of three bank accounts can be entered for Direct Deposit. 1. Anages may take up to two weeks to become effective. Due to the timing of payroli processing, changes may not be reflected on your next paycheck. You have not added any accounts. Maximum Changes button is clicked. Maximum Changes button is clicked. You have not added any accounts. Maximum Changes button is clicked. Maximum Changes button is clicked. You have not added any accounts. Maximum Changes button is clicked. Maximum Changes button is clicked. You have not added any accounts. Maximum Changes button is clicked. Maximum Changes button is clicked. You have not added any accounts. Maximum Changes button is clicked. You have not added any accounts. Maximum Changes button is clicked. Maximum Changes button is clicked. You have not added any accounts. Maximum Changes button is clicked. You have not added any accounts.

Step	Action
5.	The Direct Deposit page displays all of your direct deposits.
	In this example, add a savings and a checking account.
6.	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.
	Make sure you do all direct deposit changes, deletions and additions before you click Submit Changes .
7.	Click the Add Account button.
	Add Account



Laura Engman	CI C	Q 🔋 Bookmark 😝 Log out 🔨
Primary Title: PROJECT POLICY ANL 3 Employee ID: 10000152		Ack UCPath Center
Service Date: 07/01/2014	ADD DIRECT DEPOSIT	
Peo Per Direct Deposit Wo Lea View Paycheck	Banking Information Routing Number*	
Boc Hea View Pay Record vi Emi Inco CA State W-4 (DE-4)	Account Type*	٩
For Ret Federal Withholdi Qui Sec Enroll to receive o	Checking	کې Savings
Hel View Online W-2/ Verification of Em	Account Number*	
	Retype Account Number*	
 Edit profile Log out 	Example Check > Deposit Information	Нер

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 >

Laura Eng Primary Title: PROJECT PO		Banking Information Routing Number*	a.	~
Employee ID: 10000152		Account Type*		
Service Date: 07/01/2014			ŝ	
Das < E <	Income and Taxes	Checking	Savings	
Peo Per: C	Direct Deposit	Account Number*		
Wo Lea V	/iew Paycheck	Account Humber		
Boc Hea V	View Pay Record vi	Retype Account Number*		
Emp Inco (CA State W-4 (DE-4)	Retype Account Number		
Fori Ret F	ederal Withholdi	Example Check ~		
Qui Sec E	Enroll to receive o	Example Check V 9999		
Hel	/iew Online W-2/			
N	Verification of Em	**************************************		
		 The first group of digits along the bottom of the check is the routing number. The second group of digits along the bottom of the check is the account number. 		
🥏 Edit profile	e	The second group or digits along the Dottom of the check is the account number.		Help
😥 Log out		Deposit Information		~

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



Laura Engman Primary Title: PROJECT POLICY ANL 3 Employee ID: 10000152	Banking Information Routing Number* Account Type*		c	
Service Date: 07/01/2014	Checking		د Savings	
Peo Direct Deposit Wo Lea View Paycheck Boc Hei View Pay Record vi Emi Inci CA State W-4 (DE-4)	Account Number* Retype Account Number*			
Fori Ret Federal Withhold Qui Sec Enroll to receive o Hel View Online W-2/	Example Check > Deposit Information Deposit Type*			
Verification of Em	Amount	C Balance of Net Pay	% Percent	
 Edit profile Log out 	e.g. 1, 2, 3 Example: 1 = Deposited First			Help

Step	Action
11.	Click the Routing Number Lookup button.
	Q

Laura Engman		^
Primary Title: PROJECT POLICY ANL 3 Employee ID: 10000152 Service Date: 07/01/2014 Das < E < Income an	LOOK UP ROUTING NUMBER SEARCH BY: Bank ID begins with Advanced Lookup Advanced Lookup	
Peo Per: Direct Depos	LOOK OP	
Wo Lea View Paycher Boc Her View Pay Rec Emm Incc CA State W-4 For Ret Federal With Qui Sec Enroll to rece Hel View Online	cord vi BANK ID 4 (DE-4) Oll000015 holdi. Bank Name: FEDERAL RESERVE BANK Address Line I: 1000 PEACHTREE ST N.E. City: ATUNTA State: GA W-2/_ Postal code: 30309	
Verification of Edit profile B Log out	EANK ID Of Em Bank Name: STATE STREET BANK AND TRUST COMPANY Address Line 1; JAE2NW Cligs: 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.
	Look Up
15.	Click the scroll bar.

Laı	ura E	ngman		^
Prima	ary Title	E POLICY ANL 3	BANKID 121042222	
Emplo 1000 Servio	oyee ID 00152 ce Date 01/20		Address Line 1: 8015 CANAL ST City: CHICAGO State: IL Postal Code: 60607	
Das	< E	< Income and Taxes		
Peo	Per	Direct Deposit	BANKID	
Wo	Lea	View Paycheck	121042484	
Boc	Hea	View Pay Record vi	Bank Name: PACIFIC COAST BANKERS BANK Address Line 1: 1676 N CALIFORNIA BLVD SUITE 300	
Emp	Inco	CA State W-4 (DE-4)	City: WALNUT CREEK State: CA Postal Code: 94596	
For	Ret	Federal Withholdi		
Qui	Sec	Enroll to receive o	BANK ID	
Hel		View Online W-2/	121042882	
		Verification of Em	Bank Name: WELLS FARGO BANK NA Address Line 1: MAC (N930-041 City: MINNEA-POLIS State: MN Postal Code: 55479	
0 E	dit pro	ofile		Help
🔁 L	.og ou	t		

Step	Action	
16.	Click the Bank ID number link.	
	121042882	

Laura Engman					^
Primary Title: PROJECT POLICY ANL 3	ADD DIRECT DEPOS	IT			
Employee ID: 10000152					
Service Date: 07/01/2014	Banking Information Routing Number*				
Das < E < Income and Taxes	121042882		٩		
Peo Per: Direct Deposit	Account Type*				
Wo Lea View Paycheck			-0		
Boc Hea View Pay Record vi	Checking Savings		Savings		
Emj Inco CA State W-4 (DE-4)	Checking		Savings		
For Ret Federal Withholdi	Account Number*				
Qui Sec Enroll to receive o					
Hel View Online W-2/	Retype Account Number*				
Verification of Em					
	Example Check >				
	Deposit Information				
🧭 Edit profile	(\$)	Q	%	Help	
🕒 Log out	Amount	Balance of Net Pay	70 Percent		~



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

Laura Engman Primary Title:	Checking		Savings ⊘	^
PROJECT POLICY ANL 3	Account Number*			
Employee ID: 10000152	140522579			
Service Date: 07/01/2014	Retype Account Number*			
Das 🤄 E < Income and Taxes	140522579		×	
Peo Per: Direct Deposit	Example Check >			
Wo Lea View Paycheck	Deposit Information			
Boc Hea View Pay Record vi	Deposit Type*			
Emp Inco CA State W-4 (DE-4)	\$		%	
Fori Ret Federal Withholdi	Amount	Balance of Net Pay	Percent	
Qui Sec Enroll to receive o	Deposit Order*			
Hel View Online W-2/	e.g. 1, 2, 3			
Verification of Em	Example: 1 = Deposited First			
			Cancel Save	
Edit profile				
E Log out			Privacy Statement Terms of Use Univers	ity of Help

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Step	Action	
23.	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 button.	
	\$	
	Amount	
24.	Click in the Amount field.	
25.	Enter the desired information into the Amount field. For this example, enter 100.00 .	
26.	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.	
27.	Enter the desired information into the Deposit Order field.	
	In this case, you want \$100.00 distributed to the savings account before the Balance of Net Pay is distributed to the checking account.	
	For this example, enter 1 .	
28.	Click the Save button.	



Laura Engman	
Primary Title: PROJECT POLICY ANL 3	DIRECT DEPOSIT
Employee ID: 10000152	Laura Engman
Service Date: 07/01/2014	Changes (add/edit/delete) to your Direct Deposit information can only be submitted once per day. Changes are considered submitted when the Submit Changes button is clicked. A maximum of three back accounts can be entered for Direct Deposit.
Das < E < Income	
Peo Per: Direct Dep	sit
Wo Lea View Paych	sck
Boo Hea View Pay R	cord vi Č Savings
Emp Inco CA State W	4 (DE-4) Amount: \$100.00 of Pay Routing Number: 121042882 Account Number: 140522579 Deposited First
Fori Ret Federal Wit	holdi Edit Delete
Qui Sec Enroll to re-	eive o
Hel View Onlin	W-2/ O Your deposit percentages must total 100%, or if your percentages total less than 100%, you must include one account with deposit type 'Balance of Net Pay.
Verification	of Em
	Add Account Save And Continue
🥏 Edit profile	Help
😥 Log out	Privacy Statement Terms of Use University of

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

Laura Engman				>
Primary Title: PROJECT POLICY ANL 3	ADD DIRECT DEPOS	ІТ		
Employee ID: 10000152				
Service Date: 07/01/2014	Banking Information			
Das < E < Income and Taxes			Q	
Peo Per: Direct Deposit	Account Type*			
Wo Lea View Paycheck			0	
Boc Hea View Pay Record vi	Checking		Savings	
Emp Inco CA State W-4 (DE-4)	Checking		Javings	
Fori Ret Federal Withholdi	Account Number*			
Qui Sec Enroll to receive o				
Hel View Online W-2/	Retype Account Number*			
Verification of Em				
	Example Check >			
	Deposit Information			
🧭 Edit profile	(\$)	Q	04	Help
😝 Log out	Amount	E=O Balance of Net Pay	% Percent	• ••

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

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Step	Action
32.	This next account is a checking account.
	Click the Checking button.
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.

Laura Engman	Checking 🥝		لمریا Savings	^
Primary Title: PROJECT POLICY ANL 3	Account Number*			
Employee ID: 10000152	392486454			
Service Date: 07/01/2014	Retype Account Number*			
Das < E < Income and Taxes	392486454		×	
Peo Per: Direct Deposit	Example Check >			
Wo Lea View Paycheck	Deposit Information			
Boc Hea View Pay Record vi	Deposit Type*			
Emp Inco CA State W-4 (DE-4)	\$		%	
Fori Ret Federal Withholdi	Amount	Balance of Net Pay	Percent	
Qui Sec Enroll to receive o	Deposit Order*			
Hel View Online W-2/	e.g. 1, 2, 3			
Verification of Em	Example: 1 = Deposited First			
			Cancel Save	
🧭 Edit profile				Help
🕞 Log out			Privacy Statement Terms of Use Universi	

Step	Action	
38.	Use the Balance of Net Pay option for this second account.	
	Click the Balance of Net Pay button.	
	Balance of Net Pay	



Laura Engman	Checking 6	2	Savings	^
Primary Title: PROJECT POLICY ANL 3			0-	
Employee ID:	Account Number*			
10000152	392486454			
Service Date: 07/01/2014	Retype Account Number*			
Das < E < Income and Taxes	392486454			
Peo Per: Direct Deposit	Example Check >			
Wo Lea View Paycheck	Deposit Information			
Boc Hea View Pay Record vi	Deposit Type*			
Emp Inco CA State W-4 (DE-4)	\$	<u></u>	%	
Fori Ret Federal Withholdi	Amount	Balance of Net Pay ⊘	Percent	
Qui Sec Enroll to receive o	Balance of Net Pay account is always deposited last.			_
Hel View Online W-2/	How will my pay be deposited?			_
Verification of Em	1 First, \$100.00 of your pay is d	deposited into Savings acct: 140522579		
	LAST Next, the balance of your pa (current account)	ay is deposited into Checking acct: 392486454		
Edit profile			Cancel Save	Help
😥 Log out				v

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

Laura Engman Primary Title: PROJECT POLICY ANL 3	Changes (adarentizenene) to your Unext Luppost information can only de submitted once per day. Changes are considered submitted when the Submit Changes buttor is clicked. A maximum of three bank accounts can be entered for Direct Deposit. Changes may take up to two weeks to become effective. Due to the timing of payroll processing, changes may not be reflected on your next paycheck.
Employee ID: 10000152 Service Date: 07/01/2014	ج چي Savings
Das < E Income and Taxes Peo Per Direct Deposit Wo Lea View Paycheck	Amount \$100.00 of Pay Routing Number: 121042882 Account Number: 140522579 Deposited First Edit Delete
Boc Hes View Pay Record v1 Em Inco CA State W-4 (DE-4) For Ret Federal WithholdI Qui Sec Enroll to receive o Hei View Online W-2/	Checking Balance of Net Pay Routing Number: 121042882 Account Number: 392486454 Deposited Second Edit Delete
Verification of Em	Add Account Save And Continue
 ¿ Edit profile (b) Log out 	Privacy Statement Terms of Use University of

Step	Action	
42.	Click the Save and Continue button.	
	Save And Continue	

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Laura Engman	
Primary Title: PROJECT POLICY ANL 3	DIRECT DEPOSIT
Employee ID: 10000152	Laura Engman
Service Date: 07/01/2014	Have you made all the changes you need to make?
Das < E < Income and Taxes	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.
Peo Per: Direct Deposit	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. Description of the second secon
Wo Lea View Paycheck	Be sure to verify and or update your Home Address in UCPath. Navigation: UCPath online > Employee Actions > Personal Information > Home/Mailing Address
Boc Hea View Pay Record vi	I authorize the University of California to initiate credits and/or debits to my account. I acknowledge and confirm that the direct deposit
Emp Inco CA State W-4 (DE-4)	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
Fori Ret Federal Withholdi	orders.
Qui Sec Enroll to receive o Hel View Online W-2/	Cancel Submit Changes
Verification of Em	
🖉 Edit profile	Help
🔁 Log out	Privacy Statement Terms of Use University of

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.
46.	Click the Submit Changes button. Submit Changes

Laura Engman	
Primary Title: PROJECT POLICY ANL 3	DIRECT DEPOSIT
Employee ID: 10000152	Submit Confirmation
Service Date: 07/01/2014	The Submit was successful. Your direct deposit changes were successfully submitted in UCPath. Account(s) will undergo the validation process with your financial institution.
Das < E < Income and Taxes Peo Per: Direct Deposit	IMPORTANT:
Wo Lea View Paycheck	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 UCBAth. Be sure to verify and/or update your home Address in UCPAth. Navigation: UCPAth noise address are home address. Potential Information >
Boc Hea View Pay Record vi Emi Incc CA State W-4 (DE-4)	Home/Mailing Address
Fori Ret Federal Withholdi	ok .
Qui Sec Enroll to receive o Hel View Online W-2/	
Verification of Em	
🖉 Edit profile	Help
😝 Log out	Privacy Statement Terms of Use University of



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.

Laura Engman	
Primary Title: PROJECT POLICY ANL 3	DIRECT DEPOSIT
Employee ID: 10000152	Laura Engman
Service Date: 07/01/2014	Review, add or update your direct deposit information.
Das < E < Income and Taxes	Multiple direct deposit changes are not allowed in the same day. As you have already entered a direct deposit change today, please try again tomorrow.
Peo Per: Direct Deposit	Union tow.
Wo Lea View Paycheck	
Boc Hea View Pay Record vi	د ²) Savings
Emp Inco CA State W-4 (DE-4)	Amount: \$100.00 of Pay
Fori Ret Federal Withholdi	Routing Number: 121042882 Account Number: 140522579 Deposited First
Qui Sec Enroll to receive o	
Hel View Online W-2/	
Verification of Em	Balance of Net Pay Routing Number: 121042882 Account Number: 392486454 Deposited Second
🖉 Edit profile	
🕞 Log out	Help

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.