

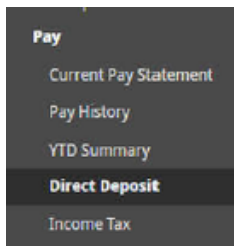
UKG Direct Deposit Employee Self-Service

Follow the detailed instructions below to add, change, or update your Direct Deposit. All changes must be complete before payroll closes or your pay will go to what ever account (or life check) that is active at that time.

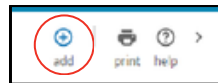
ADD ACCOUNT

1

Menu (top left-hand side -> scroll over **Myself**, then **Pay**, click on **Direct Deposit**)



Click on **Add** button (top right-hand corner)



Adding 2 or more accounts, use flat rate for 1 account and available balance for the other.

2

On the **Direct Deposit Detail** screen, complete information requested (all fields with a **red dot** are required). Select **Available Balance** under **Amount**.

After you have entered your account information and reviewed, click **Save**.

3

A **Summary** page will appear to confirm changes. After another review, click the **Submit** button (top right-hand corner) to send to HR for approval.

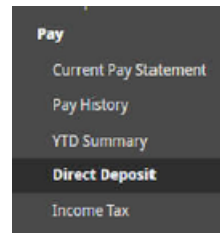
4

After **HR has finalized** your Direct Deposit information, your **Direct Deposit Summary** screen will show your information.

CHANGE/UPDATE ACCOUNT

1

Menu (top left-hand side -> scroll over **Myself**, then **Pay**, click on **Direct Deposit**)



*When you click on **Direct Deposit**, you will see the **last account you added**.*

IMPORTANT
DO NOT ADD another account unless you want more than 2 accounts



Click on the **Account Number** link

Account Number	Bank	Account Type	Amount	Status	Delete
XXXXXXXXXXXXXXXXXXXX		Checking	Available balance	Active	<input type="checkbox"/>

On the **Direct Deposit Detail** screen, **update** the direct deposit information. All fields with a **red dot** are required fields. (Routing number, Account number, and Amount). You will need to select **Available Balance** under **Amount**.

After you have corrected or changed your account information and reviewed, click **Save**.

2

A **Summary** page will appear to confirm changes. After another review, click the **Submit** button (top right-hand corner) to send to HR for approval.

4

After **HR has finalized** your Direct Deposit information, your **Direct Deposit Summary** screen will show your information.