

This Job Aid supports the information learned in [EMP111: Payroll Information](#)

Direct Deposit ensures your paycheck is deposited quickly and securely into your bank account. Whether you're adding a new account, updating existing details, or removing outdated information, keeping your records current is crucial.

This guide outlines how to add, update, or delete your Direct Deposit information to help ensure accurate and timely payroll delivery.

Navigation: Menu > Income & Taxes > Payroll Information > **Direct Deposit**

The screenshot shows the UCPath web application interface. The top navigation bar includes the UCPath logo, a search bar, and links for 'Self-Service Search', 'LVD-Joy LVD-Pittkin', 'Ask UCPath', and 'Sign out'. Below the navigation bar, the 'Income & Taxes' menu item is highlighted in red. The main content area is divided into four columns: 'Income & Taxes', 'Payroll Information', 'Payroll Resources', and 'Tax Statements'. The 'Payroll Information' column contains a 'Direct Deposit' link, which is also highlighted in red. Other links in this column include 'Paychecks', 'Verification of Employment', and 'View Pay Record Via AYSO'. The 'Payroll Resources' column includes 'Expedited Pay Through Pay Card', 'Employee Calendars', and 'Salary Overpayment Portal'. The 'Forms' column lists 'Pay Card Consent', 'Wage Payment Consent', and 'Foreign Source Income Detail'. The 'Tax Statements' column includes 'Federal Withholding (W-4)', 'CA State W-4 (DE-4)', 'Out-of-State Tax Withholding', 'Online 1095-C Consent', 'View Online 1095-C', 'View Online W-2/W-2c', and 'Enroll to receive W-2/W-2c'. A 'View Overview' button is visible in the 'Income & Taxes' section.

Before you access your personal information, you must validate your identity by answering one of the security questions set up on your profile

Manage Your Direct Deposit Account

Whether you're setting up direct deposit for the first time or updating your existing account details, follow the steps below to ensure your payments are deposited quickly and securely into the correct bank account.

Set Up a Direct Deposit Account

If you don't have any active direct deposit accounts, UCPath displays a start page. Review the info under the **Accounts** section—it's important if you're adding more than one account.

When you're ready, click **Add Account** and follow the steps below.

Update a Direct Deposit Account

If you have active direct deposit accounts, UCPath displays the **Accounts** page. Select the forward icon (>) next to the account you want to update, then follow the steps below.

The screenshot shows the UCPath interface for 'Direct Deposit'. The user is identified as LVD-Joy LVD-Pitkin (She/Her/Hers), HR GENERALIST 2, with ID 10524182. Below the user information is a table titled 'Accounts' with the following data:

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	ABC-1	Direct Deposit	121042882	XXXXX2579	Checking	Full Balance

A red box highlights the forward icon (>) in the 'Amount/ Percent' column of the first row.

1. Account Details

- **Nickname:** Enter or update a nickname (optional) to easily identify the account.
- **Pay Method:** Defaults to **Direct Deposit**.

The 'Add Account' form includes a 'Cancel' button and a 'Payment Method' dropdown menu set to 'Direct Deposit'. The 'Nickname' field is empty.

2. Bank Details

Ensure you use the routing number of your financial institution and your bank account number. These fields determine where your pay will be deposited, so make sure you have the correct information to prevent deposit issues and concerns.

***Routing Number:** Enter or update your bank's routing number. If you don't know this, your bank statement should list it.

Select the Review Check Example (blue icon next to this field) to get information on how to find this number on a check.

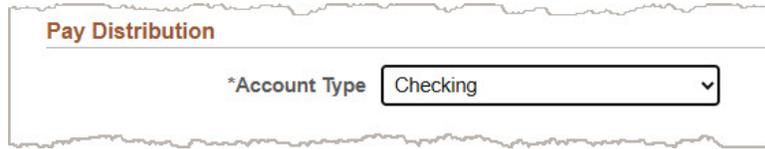
***Account Number:** Enter or update the number of the account you want your pay deposited into.

***Retype Account Number:** To help prevent errors, re-enter your new or updated account number. This confirms it's correct and reduces the risk of deposit issues. For accuracy, type the number manually—don't copy and paste.

The 'Bank' form includes three input fields: '*Routing Number', '*Account Number', and '*Retype Account Number'. A blue information icon (i) is located to the right of the '*Routing Number' field.

3. Pay Distribution

- **Account Type:** Select either **Checking** or **Savings** from the list of values to identify the type of account for the direct deposit.



The screenshot shows a form titled "Pay Distribution". Below the title, there is a label "*Account Type" followed by a dropdown menu. The dropdown menu is currently set to "Checking".

- If only one deposit account is active, all funds will be deposited into that account. To distribute deposits across multiple accounts, add additional deposit accounts. For each additional account, the **Deposit Type** field will appear in the **Pay Distribution** section. Select either **Amount** or **Percent**, then enter the corresponding dollar value in the **Amount** field or the appropriate percentage in the **Percent** field.

4. Authorization

- **Authorization check box:** Your authorization is required before direct deposit can be processed. Select this check box to give your authorization.
- **Submission and Processing of Changes.** Review the information at the bottom of the section to better understand how and when the changes are applied.

5. Save

After adding or updating your deposit info, select the Save button to submit and complete the setup.

You can change your Direct Deposit information at any time, with no limit on how often you can make changes.

Remove a Direct Deposit Account

You might need to remove a direct deposit account if you're closing a bank account, switching banks, or updating where your pay goes.

1. Select the Accounts

On the **Accounts** page, click the forward icon (>) next to the account you want to delete.

2. Delete the Account

- On the **Edit Account** page, select the **Authorization** checkbox to authorize the removal of this direct deposit account.
- Select the **Remove** button.
- When the confirmation message appears, select the **Yes** button to start the automated deletion process.

Edit Account * Indicates required

Nickname: ABC-1

*Payment Method: Direct Deposit

Bank

*Routing Number: 121042882

Account Number: XXXXX2579

*Retype Account Number:

Pay Distribution

*Account Type: Checking

Remove

* Authorization (Required)

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.