Use this task to add direct deposit information in UCPath.

**Dashboard Navigation:**
Income and Taxes > Direct Deposit

**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.
### UCPath Task: Add Direct Deposit

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Your answer appears as a series of dots. Click the <strong>Submit</strong> button.</td>
</tr>
</tbody>
</table>

![UCPath image showing the Direct Deposit page]

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>The <strong>Direct Deposit</strong> page displays all of your direct deposits. In this example, add a savings and a checking account.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td><strong>Note:</strong> You can add/update your direct deposit only once per day. This means you can click the final <strong>Submit Changes</strong> button only once per day. Make sure you do all direct deposit changes, deletions and additions before you click <strong>Submit Changes</strong>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Click the <strong>Add Account</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>8.</td>
<td>Click the scroll bar.</td>
</tr>
<tr>
<td>9.</td>
<td>Expand the <strong>Example Check</strong> section to see how routing and account information appear on a check. Click <strong>Example Check</strong>.</td>
</tr>
<tr>
<td></td>
<td>Example Check</td>
</tr>
<tr>
<td>10.</td>
<td>After reviewing the example, click <strong>Example Check</strong> to collapse the section.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
11. | Click the **Routing Number Lookup** button.

![Routing Number Lookup](image)

12. | Click in the **begins with** field.

13. | Enter the desired information into the **begins with** field. For this example, enter **121042**.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>Click the <strong>Look Up</strong> button.</td>
</tr>
<tr>
<td>15.</td>
<td>Click the scroll bar.</td>
</tr>
</tbody>
</table>

16. Click the **Bank ID number** link.

**Bank ID:** 121042222

**Bank Name:** THE NORTHERN TRUST COMPANY

**Address:** 100 W SAN ANTONIO ST

**City:** CHICAGO

**Postal Code:** 60601

**Bank ID:** 121042882

**Bank Name:** PACIFIC COAST BANKERS BANK

**Address:** 100 W SAN ANTONIO ST

**City:** SAN DIEGO

**Postal Code:** 92110

**Bank ID:** 121042882

**Bank Name:** WELLS FARGO BANK NA

**Address:** 100 W SAN ANTONIO ST

**City:** SAN FRANCISCO

**Postal Code:** 94105
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.</td>
<td>Select the account type. For this example, click the <strong>Savings</strong> button.</td>
</tr>
<tr>
<td>18.</td>
<td>Click in the <strong>Account Number</strong> field.</td>
</tr>
<tr>
<td>19.</td>
<td>Enter the desired information into the <strong>Account Number</strong> field. For this example, enter <strong>140522579</strong>.</td>
</tr>
<tr>
<td>20.</td>
<td>Click in the <strong>Retype Account Number</strong> field.</td>
</tr>
<tr>
<td>21.</td>
<td>Enter the desired information into the <strong>Retype Account Number</strong> field. For this example, enter <strong>140522579</strong>.</td>
</tr>
<tr>
<td>22.</td>
<td>Click the scroll bar.</td>
</tr>
</tbody>
</table>
### Step 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**

### Step 24
Click in the **Amount** field.

### Step 25
Enter the desired information into the **Amount** field. For this example, enter **$100.00**.

### Step 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.

### Step 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**.

### Step 28
Click the **Save** button.
UCPath Task: Add Direct Deposit

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

Step 30. Click in the Routing Number field.

Step 31. Enter the desired information into the Routing Number field. For this example, enter 121042882.
### UCPath Task: Add Direct Deposit

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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. |
| 38.  | Use the **Balance of Net Pay** option for this second account.  
      | Click the **Balance of Net Pay** button. |
### Step 39
The **Deposit Order** defaults to LAST when **Balance of Net Pay** is selected.

### Step 40
Click the **Save** button.

### Step 41
In this example, you added two bank accounts for direct deposit. You can add up to three accounts for your direct deposit.

### Step 42
Click the **Save and Continue** button.
### Step 43

Please read the important information on this page carefully before proceeding.

### Step 44

Make sure to do all direct deposit changes, deletions and additions before you click **Submit Changes**.

### Step 45

Click the **I authorize the University of California...** option.

### Step 46

Click the **Submit Changes** button.
### Step 47
A confirmation email is sent to your business email and to your personal email (marked as primary), if you have one set up.

### Step 48
The initial **Direct Deposit** setup may take up to two weeks to become effective.

### Step 49
Click the **OK** button.

---

**DIRECT DEPOSIT**

- **Laura Engman**
- **Review, add or update your direct deposit information.**

- **Savings**
  - Account: 123456789
  - Account Number: 12345678910
- **Checking**
  - Account: 123456789
  - Account Number: 12345678910

---

### Step 50
The **Direct Deposit** page now reflects the changes you made today.

### Step 51
You have added direct deposit information in UCPath online.

**End of Procedure.**