

Use this task to add direct deposit information in UCPath.

Dashboard Navigation:

Income and Taxes > **Direct Deposit**

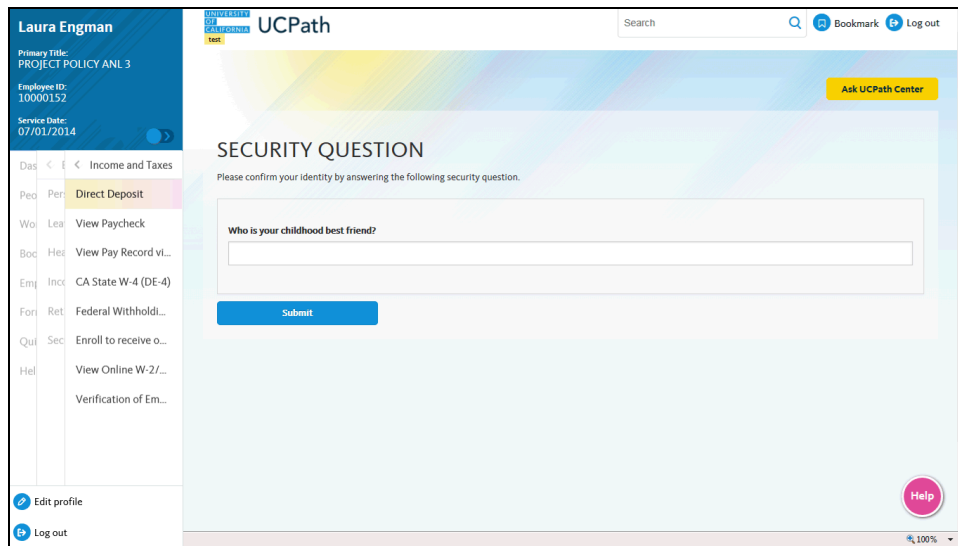
or

Menu Navigation:


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

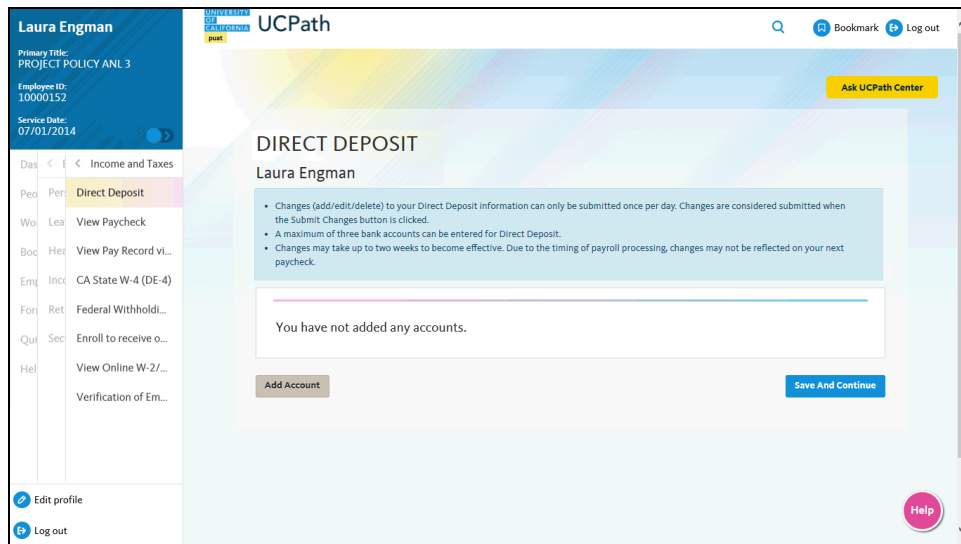
You can add/update your direct deposit only once per day. This means you can click the **Submit Changes** button only once per day. Make all direct deposit changes, deletions and additions before you save.

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.

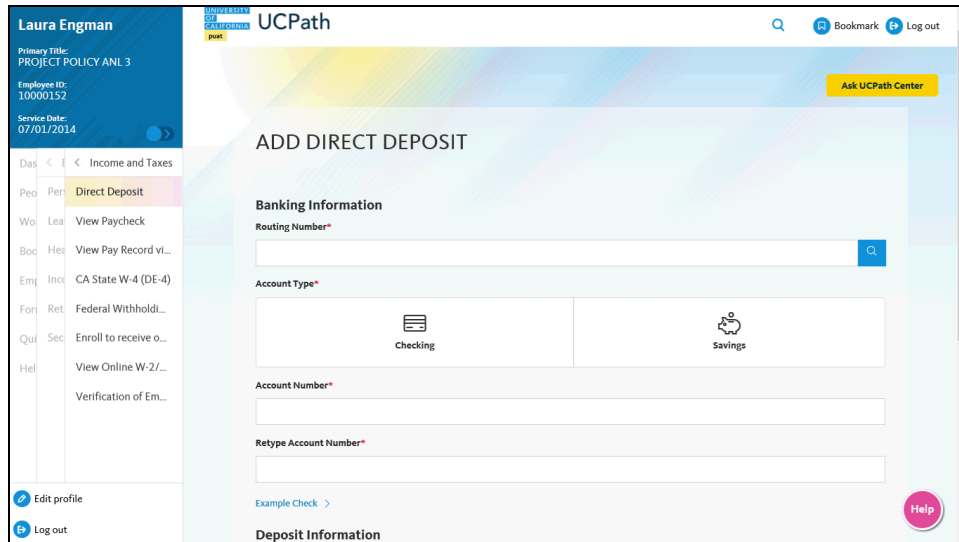


Step	Action
1.	Before you change your direct deposit information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. For this example click in the Who is your childhood best friend? field.
2.	Enter the desired information into the Security 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.	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. <div style="text-align: center; border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> Add Account </div>



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 >


The screenshot shows the 'Banking Information' section of the UCPath interface. The 'Example Check' section is expanded, displaying a check image with a yellow box highlighting the routing and account numbers at the bottom. Below the check image, there are two numbered instructions:

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.

The 'Example Check' dropdown menu is currently open, showing the check image and the instructions.

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

The screenshot shows the 'Banking Information' section of the UCPath interface. The 'Example Check' section is now collapsed, and the 'Deposit Information' section is visible. The 'Deposit Information' section includes a 'Deposit Type' dropdown menu with three options: 'Amount', 'Balance of Net Pay', and 'Percent'. Below this is a 'Deposit Order' dropdown menu with the text 'e.g. 1, 2, 3' and an example: 'Example: 1 = Deposited First'.

Step	Action
11.	Click the Routing Number Lookup button. 

LOOK UP ROUTING NUMBER

SEARCH BY:



Bank ID begins with

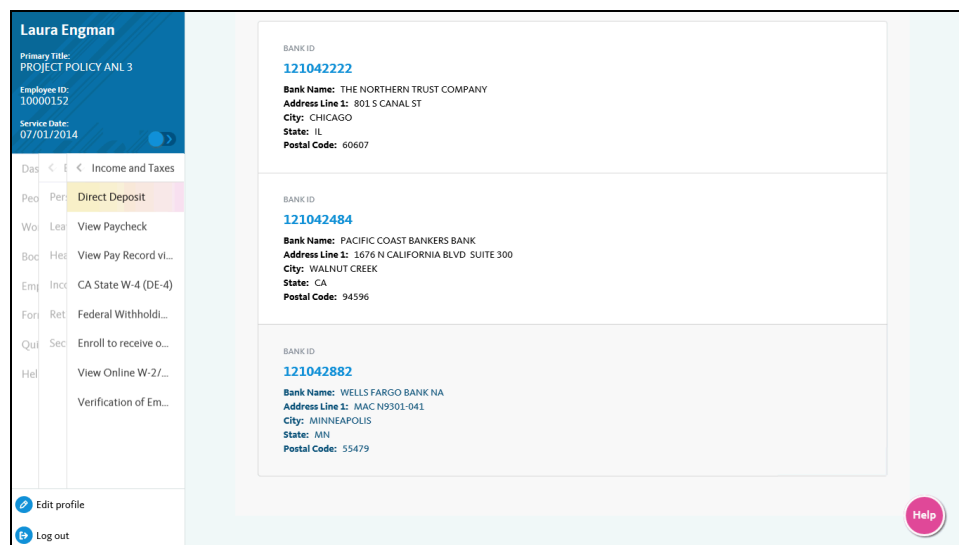
Advanced Lookup

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: JAB2NW
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 .
14.	Click the Look Up button. 
15.	Click the scroll bar.



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

Income and Taxes

- Direct Deposit
- View Paycheck
- View Pay Record v...
- CA State W-4 (DE-4)
- Federal Withholdi...
- Enroll to receive o...
- View Online W-2/...
- Verification of Em...

BANK ID: 121042222
 Bank Name: THE NORTHERN TRUST COMPANY
 Address Line 1: 801 S CANAL ST
 City: CHICAGO
 State: IL
 Postal Code: 60607

BANK ID: 121042484
 Bank Name: PACIFIC COAST BANKERS BANK
 Address Line 1: 1676 N CALIFORNIA BLVD SUITE 300
 City: WALNUT CREEK
 State: CA
 Postal Code: 94596

BANK ID: 121042882
 Bank Name: WELLS FARGO BANK NA
 Address Line 1: MAC N9301-041
 City: MINNEAPOLIS
 State: MN
 Postal Code: 55479

Edit profile
 Log out
 Help

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

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

ADD DIRECT DEPOSIT

Banking Information
 Routing Number*
 121042882

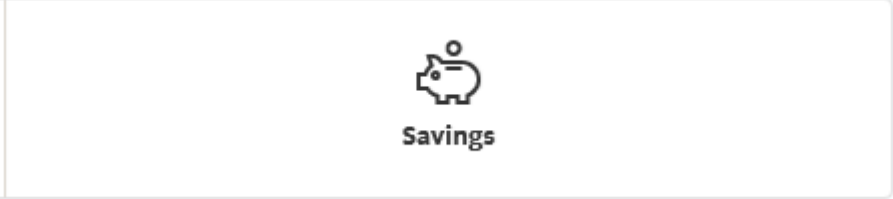
Account Type*
 Checking Savings

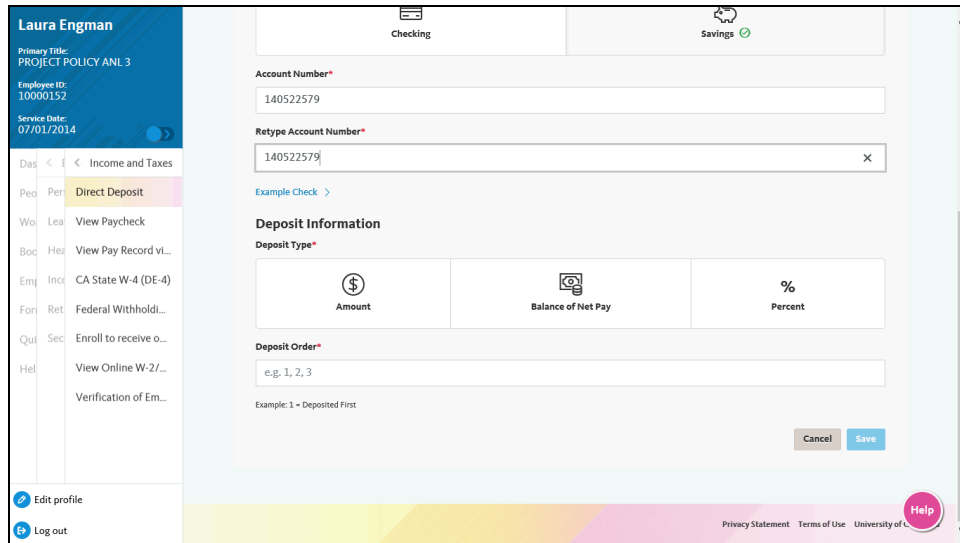
Account Number*

Retype Account Number*


[Example Check >](#)

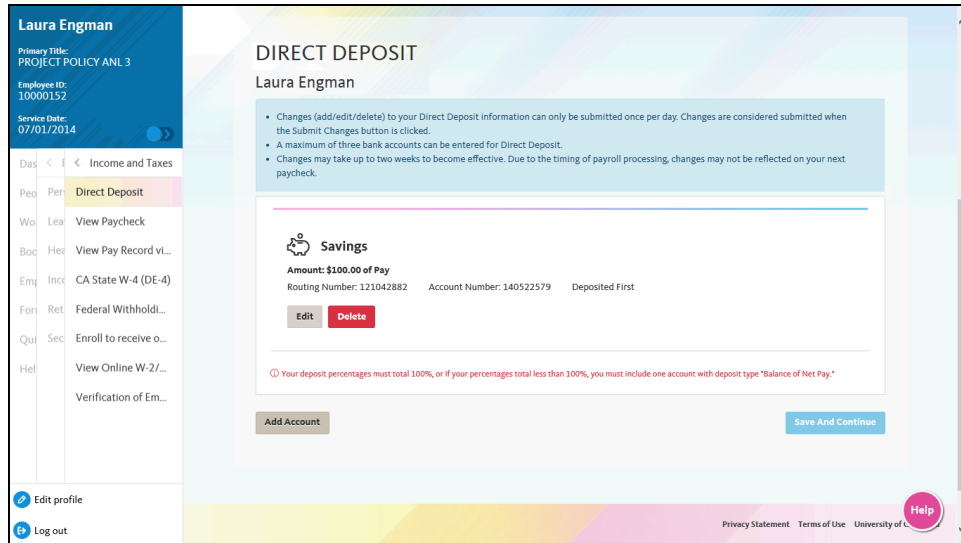
Deposit Information
 Deposit Type*
 Amount Balance of Net Pay Percent [Help](#)

Step	Action
17.	Select the account type. For this example, click the Savings button. 
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.

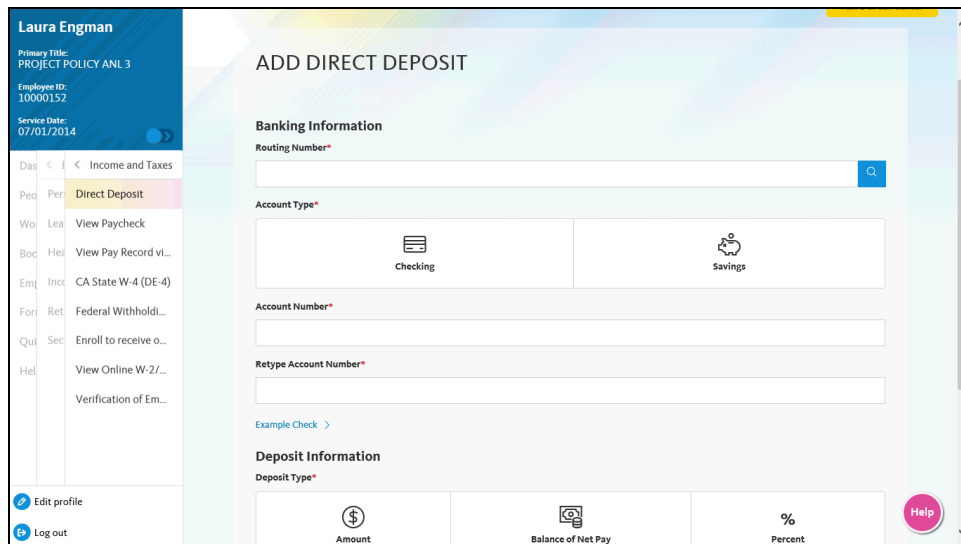


The screenshot displays the UCPath interface for adding direct deposit. On the left, a user profile for Laura Engman is visible, including her primary title (PROJECT POLICY ANL 3), employee ID (10000152), and service date (07/01/2014). A navigation menu lists various options, with 'Direct Deposit' highlighted. The main form area shows two tabs: 'Checking' and 'Savings', with 'Savings' selected. Below the tabs, there are two input fields for 'Account Number' and 'Retype Account Number', both containing the number 140522579. An 'Example Check' link is present. The 'Deposit Information' section includes a 'Deposit Type' field with three radio button options: 'Amount', 'Balance of Net Pay', and 'Percent'. Below this is a 'Deposit Order' field with a text input containing 'e.g. 1, 2, 3' and an example note 'Example: 1 = Deposited First'. At the bottom right of the form are 'Cancel' and 'Save' buttons. A footer contains links for 'Privacy Statement', 'Terms of Use', and 'University of California', along with a 'Help' button.


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 data-bbox="391 684 948 884" style="border: 1px solid #ccc; padding: 10px; text-align: center;">  <p>Amount</p> </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 data-bbox="391 1514 505 1577" style="border: 1px solid #ccc; padding: 5px; display: inline-block; background-color: #e91e63; color: white; text-align: center; width: 60px; height: 30px;">Save</div>

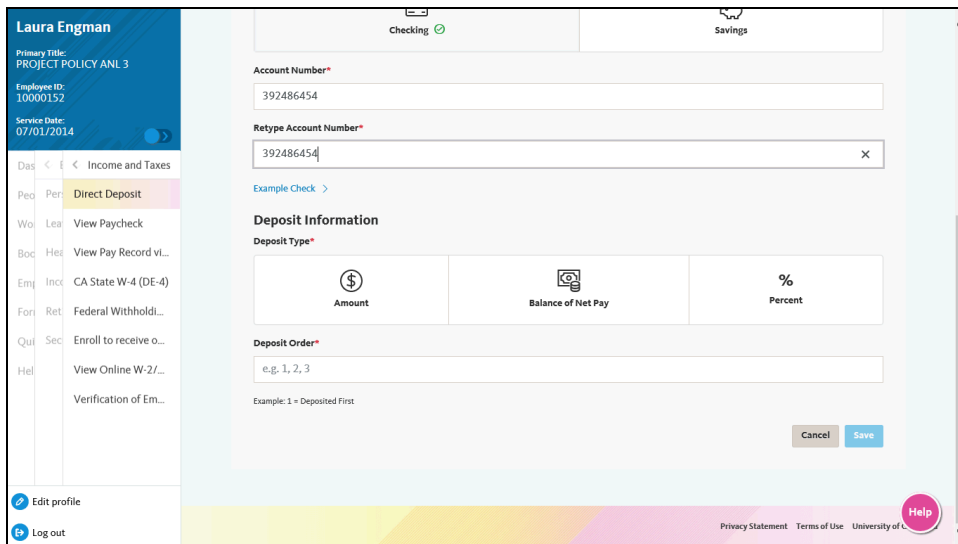


Step	Action
29.	To add a second account, click the Add Account button.



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="border: 1px solid #ccc; padding: 10px; 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.



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

Income and Taxes > Direct Deposit

Checking Savings

Account Number*
392486454

Retype Account Number*
392486454

Example Check >

Deposit Information


Deposit Type*

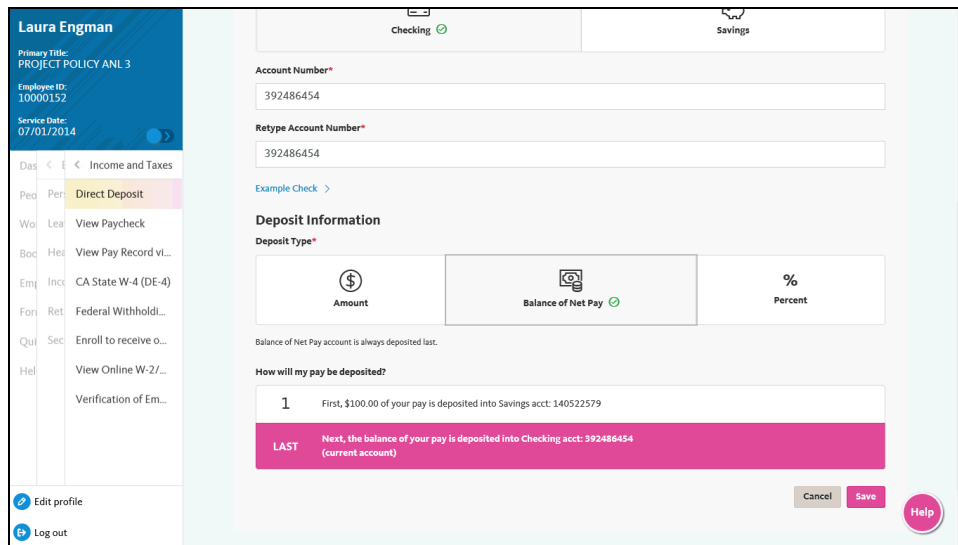
Amount
 Balance of Net Pay
 Percent

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


Cancel Save

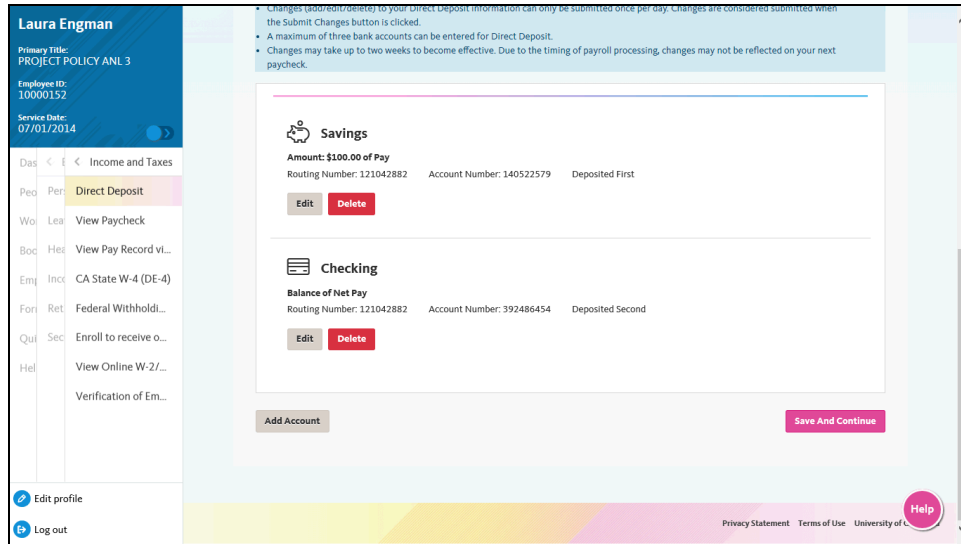
Privacy Statement Terms of Use University of C Help


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 data-bbox="391 386 1078 583" style="border: 1px solid #ccc; padding: 10px; text-align: center;">  <p>Balance of Net Pay</p> </div>

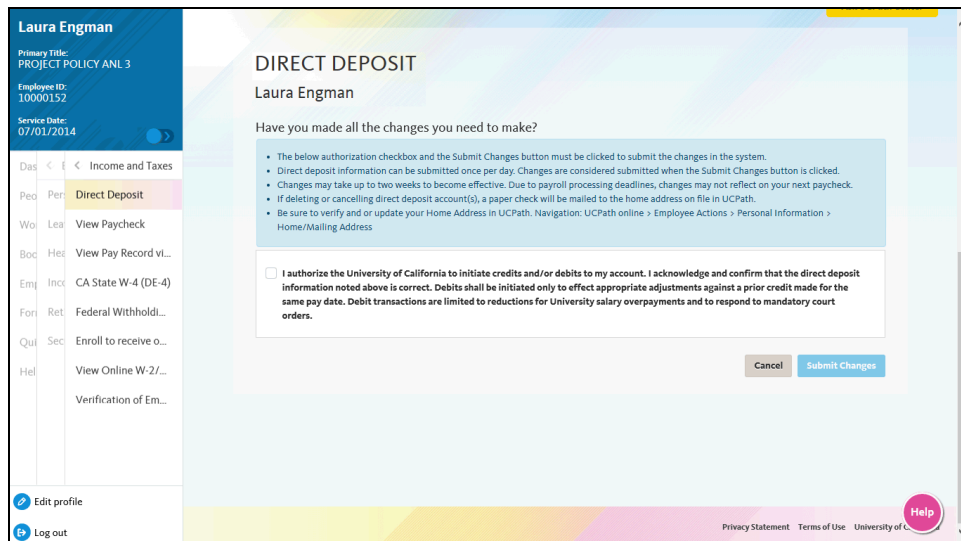



The screenshot shows the UCPath interface for Laura Engman. On the left is a navigation menu with options like 'Direct Deposit', 'View Paycheck', and 'View Pay Record'. The main content area is titled 'Checking' and 'Savings'. It contains two input fields for 'Account Number*' and 'Retype Account Number*', both containing the value '392486454'. Below these is a section for 'Deposit Information' with a 'Deposit Type*' dropdown menu. The menu is open, showing three options: 'Amount' (with a dollar sign icon), 'Balance of Net Pay' (with a coin icon and a green checkmark), and 'Percent' (with a percent sign icon). A note below the menu states 'Balance of Net Pay account is always deposited last.' Underneath, there is a section 'How will my pay be deposited?' with a list of two items. The first item is '1' with the description 'First, \$100.00 of your pay is deposited into Savings acct: 140522579'. The second item is 'LAST' with the description 'Next, the balance of your pay is deposited into Checking acct: 392486454 (current account)'. At the bottom right of the form are 'Cancel', 'Save', and 'Help' buttons.

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. 



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. 

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

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.

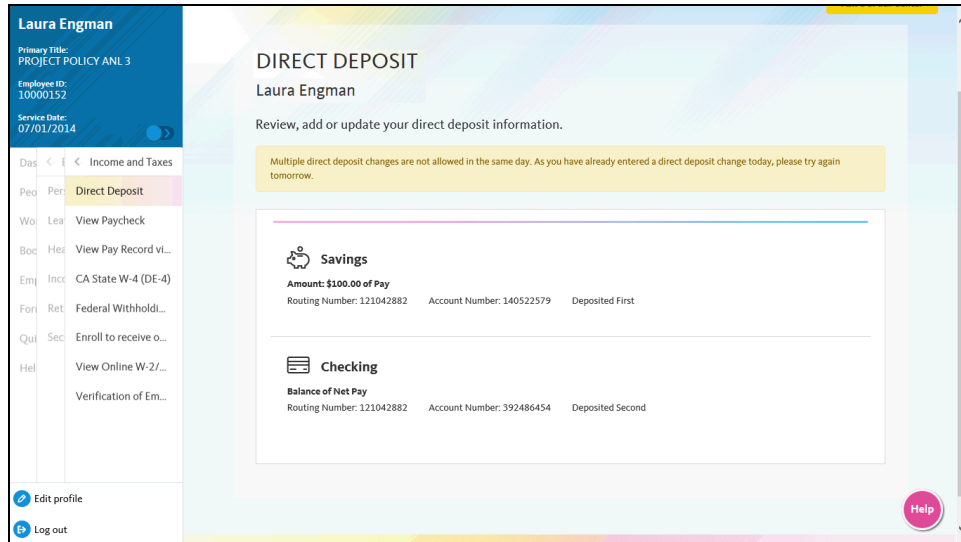
IMPORTANT:

- 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

Privacy Statement Terms of Use University of C. Help

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.