

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 \land
Primary Title: PROJECT POLICY ANL 3			
Employee ID: 10000152			Ask UCPath Center
Service Date: 07/01/2014	SECURITY QUESTION		
Das < E < Income and Taxes Peo Per: Direct Deposit	Please confirm your identity by answering the following security question.		
Wo Lea View Paycheck	Who is your childhood best friend?		
Boc 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 <b>Security Question</b> field. For this example, enter a valid value e.g. <b>Molly</b> .
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 <b>Security Questions Setup</b> 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 <b>Submit</b> button.
Submit

per	
DIRECT DEPOSIT	
<ul> <li>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.</li> <li>A maximum of three bank accounts can be entered for Direct Deposit.</li> <li>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.</li> </ul>	
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. You have not added any

Step	Action	
5.	The <b>Direct Deposit</b> page displays all of your direct deposits.	
	In this example, add a savings and a checking account.	
6.	<b>Note:</b> You can add/update your direct deposit only once per day. This means you can click the final <b>Submit Changes</b> button only once per day.	
	Make sure you do all direct deposit changes, deletions and additions before you click <b>Submit Changes</b> .	
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*	
<ul> <li>Edit profile</li> <li>Log out</li> </ul>	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 <b>V</b>	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	**************************************		
		<ol> <li>The first group of digits along the bottom of the check is the routing number.</li> <li>The second group of digits along the bottom of the check is the account number.</li> </ol>		
🥏 Edit profile	e	<ol><li>The second group or digits along the Dottom of the check is the account number.</li></ol>		Help
😥 Log out		Deposit Information		~

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



Laura Engman Preveny Trate: Project Policy ANL 3 Employee ID: 10000152 Service Date: 07/01/2014 Date < < Income and Taxes Peo Per Direct Deposit	Banking Information Routing Number*	
Wo         Les         View Paycheck           Boc         Het         View Pay Record vi           Em         Inco         CA State W-4 (DE-4)           For         Ret         Federal Withholdi           Qu         Sec         Enroll to receive o           Het         View Online W-2/	Account Number*  Retype Account Number*  Example Check Deposit Information Deposit Type*	
<ul> <li>Verification of Em</li> <li>¿ Edit profile</li> <li>¿ Log out</li> </ul>	Image: Second Content     Image: Second Content       Deposit Order*     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 10 10000152 Service Date: 07/01/2014 Das < E < Income and Taxo Peo Per Direct Deposit	SEARCH BY: Bank ID  begins with Advanced Lookup Look Up Cancel	
Wo         Lea         View Paycheck           Boc         Her         View Pay Record vi           Em         Incc         CA State W-4 (DE-4           For         Ret         Federal Withhold           Qut         Sec         Enroll to receive o           Hel         View Online W-2/	BANKID OIIO0015 Bank Name: FEDERAL RESERVE BANK Address Lime 1: 1000 PEACHTREE ST N.E. Cfty: ATLANTA State: C6	
Verification of Em.     Edit profile     log out	BANKID O100028 Bank Name: STATE STREET BANK AND TRUST COMPANY Address Line 1: JABYNW City: N. QUINCY State: MA Postal Code: 02171	Help

Step	Action
12.	Click in the <b>begins with</b> field.
13.	Enter the desired information into the <b>begins with</b> field. For this example, enter a valid value e.g. <b>121042</b> .



Step	Action
14.	Click the <b>Look Up</b> button.
	Look Up
15.	Click the scroll bar.

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Prima	iny Title		BANKID	
Emplo 1000 Servio	JECT F Doyee ID: D0152 ce Date: D1/201		121042222 Bank Name: THE NORTHERN TRUST COMPANY Address Line I: 801 S CANAL ST City: CHICAGO Stata: II. 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 BANKESS BANK Address Line 1: 1676 N CALIFORNIA BLVD SUITE 300 City: WALNUT CREEK	
Emp	Inco	CA State W-4 (DE-4)	State: CA Postal Code: 94596	
For	Ret	Federal Withholdi		
Qui	Sec	Enroll to receive o	BANKID	
Hel		View Online W-2/	121042882	
		Verification of Em	Bank Name: WELLS FARGO BANK NA Address Line L: MAC N9301-041 City: MINNEAPOLIS State: MN Postal Code: 55479	
0 E	dit pro	ofile		Help
🕞 L	.og out			

Step	Action	
16.	Click the <b>Bank ID number</b> 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		
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 <b>Savings</b> button.
	<del>د</del> ی
	Savings
18.	Click in the Account Number field.
19.	Enter the desired information into the <b>Account Number</b> field. For this example, enter a valid value e.g. <b>140522579</b> .
20.	Click in the <b>Retype Account Number</b> field.
21.	Enter the desired information into the <b>Retype Account Number</b> field.
	For this example, enter a valid value e.g. 140522579.
22.	Click the scroll bar.

Laura Engman	— - Checking		savings ⊘	
Primary Title: PROJECT POLICY ANL 3 Employee ID:	Account Number*			
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)	\$	ତ୍ର	%	
For 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	
2 Edit profile				
Deat prome			Privacy Statement Terms of Use Universit	Help

## OF CALIFORNIA UCPath

Step	Action			
23.	Select one of the following options:			
	<b>Amount:</b> Use this option if you want to specify a fixed dollar amount to be deposited to the bank account.			
	<b>Balance of Net Pay:</b> Use this option if you want the remaining net pay amount (after all other deposit types have been distributed) deposited to the bank account.			
	<b>Percent:</b> Use this option if you want to specify a percentage of pay to be deposited to the bank account.			
	For this example, click the <b>Amount</b> button.			
	\$			
	Amount			
24.	Click in the <b>Amount</b> field.			
25.	Enter the desired information into the <b>Amount</b> field. For this example, enter a valid value e.g. <b>100.00</b> .			
26.	The <b>Deposit Order</b> 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 <b>Deposit Order</b> field.			
27.	Enter the desired information into the <b>Deposit Order</b> field.			
	In this case, you want \$100.00 distributed to the savings account before the <b>Balance of Net Pay</b> is distributed to the checking account.			
	For this example, enter a valid value e.g. <b>1</b> .			
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 <b>Add Account</b> button.
	Add Account

Laura Engman				
Primary Title: PROJECT POLICY ANL 3	ADD DIRECT DEPOS	IT		
Employee ID: 10000152				
0//01/2014	Banking Information Routing Number*			
Das < E < Income and Taxes			Q	
Peo Per: Direct Deposit	Account Type*			
Wo Lea View Paycheck			. 0	
Boc Hea View Pay Record vi	Checking		کے Savings	
Emp Inco CA State W-4 (DE-4)	Checking		savings	
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 Deposit Type*			
🤣 Edit profile	\$	Q	%	Help
🔁 Log out	Amount	Balance of Net Pay	70 Percent	<b>•</b> •

Step	Action
30.	Click in the Routing Number field.
31.	Enter the desired information into the <b>Routing Number</b> field. For this example, enter a valid value e.g. <b>121042882</b> .

## OF UCPath

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 <b>Account Number</b> field. For this example, enter a valid value e.g. <b>392486454</b> .
35.	Click in the <b>Retype Account Number</b> field.
36.	Enter the desired information into the <b>Retype Account Number</b> field. For this example, enter a valid value e.g. <b>392486454</b> .
37.	Click the scroll bar.

Laura Engman	⊢ Checking ⊘		کہر) 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)	\$	(말	%	
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 <b>Balance of Net Pay</b> option for this second account.	
	Click the <b>Balance of Net Pay</b> button.	
	Balance of Net Pay	



Laura Engman	Checking	0	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)	\$	©	%	
For 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	leposited into Savings acct: 140522579		
	LAST Next, the balance of your pa (current account)	y is deposited into Checking acct: 392486454		
Edit profile			Cancel Save	Help
Log out				

Step	Action
39.	The Deposit Order defaults to LAST when Balance of Net Pay is selected.
40.	Click the <b>Save</b> 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 (adarentized) by our Unext Lapost 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
<ul> <li>¿ Edit profile</li> <li>(b) Log out</li> </ul>	Privacy Statement Terms of Use University of

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

## OF UCPath

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 crancelling 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 nollne > Employee Actions Personal Information >
Wo Lea View Paycheck	the sure to Verify and or update your Home Address in ULPath. Navigation: ULPath online > Employee Actions > Versional Information > Home/Mailling Address
Boc Hea View Pay Record vi	
Emp Inco CA State W-4 (DE-4)	Jauthorize the University of California to initiate credits and/or debits to my account. Lacknowledge 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
Fori Ret Federal Withholdi	aning pay datas. Deale canadectoria are minited to reduction a to onine any aniary over payments and to respond to manuatory court orders.
Qui Sec Enroll to receive o	Cancel Submit Changes
Hel View Online W-2/	
Verification of Em	
Edit profile	Help
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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 <b>Submit Changes</b> .
45.	Click the <b>I authorize the University of California</b> 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	IMPORTANT:
Peo         Per         Direct Deposit           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 UCPath.
Boc Hea View Pay Record vi	<ul> <li>Be sure to verify and/or update your Home Address in UCPath. Navigation: UCPath online &gt; Employee Actions &gt; Personal Information &gt; Home/Mailing Address</li> </ul>
Emi Inco CA State W-4 (DE-4) Fori Ret Federal Withholdi	ок
Qui Sec Enroll to receive o	
Hel View Online W-2/ Verification of Em	
Edit profile	
😥 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 <b>Direct Deposit</b> setup may take up to two weeks to become effective
49.	Click the <b>OK</b> button.

Laura Engman Primy Title: ProjECT POLICY ANL 3 Employme ID: 10000152 Service Date: 07/01/2014	DIRECT DEPOSIT Laura Engman Review, add or update your direct deposit information.
Das < E < Income and Taxes Peo Per: Direct Deposit	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.
Wo         Lea         View Paycheck           Boc         Her         View Pay Record vi           Emt         Incc         CA State W-4 (DE-4)           For         Ret         Federal Withhold           Out         Sec         Enroll to receive o	Savings Amount: \$100.00 of Pay Routing Number: 121042882 Account Number: 140522579 Deposited First
Hel View Online W-2/ Verification of Em	Checking Balance of Net Pay Routing Number: 121042882 Account Number: 392486454 Deposited Second
<ul> <li>Edit profile</li> <li>Log out</li> </ul>	Help

Step	Action
50.	The <b>Direct Deposit</b> page now reflects the changes you made today.
51.	You have added direct deposit information in UCPath online. End of Procedure.