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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 4

Your answer appears as a series of dots.

Click the **Submit** button.

[Submit button]

### Step 5

The **Direct Deposit** page displays all of your direct deposits.

In this example, add a savings and a checking account.

### 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**.

### Step 6

Click the **Add Account** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<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 11. Action

Click the **Routing Number Lookup** button.

### Step 12. Action

Click in the **begins with** field.

### Step 13. Action

Enter the desired information into the **begins with** field. For this example, enter **121042**.
### UCPath Task: Add Direct Deposit

<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>

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**Step 16.**

Click the **Bank ID number** link.

![Bank ID number link](image)

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**ADD DIRECT DEPOSIT**

**Banking Information**

- *Routing Number*: 121042222
- *Account Type*: Checking
- *Account Number*: [Enter account number]
- *Fatigue Account Number*: [Enter fatigue account number]
- *Example Check*: [Example check]
  
**Deposit Information**

- *Deposit Type*: [Deposit type]
  
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**Laura Engman**

- *Department*: PROJECT POLICY ARR 3
- *Division*: UCB-PK
- *Employee ID*: 1200152
- *Last Updated*: 07/05/2014

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*Last changed on: 6/16/23*
### UCPath Task: Add Direct Deposit

#### Page 6

Last changed on: 6/16/23

<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 Savings button.</td>
</tr>
<tr>
<td>18.</td>
<td>Click in the Account Number field.</td>
</tr>
<tr>
<td>19.</td>
<td>Enter the desired information into the Account Number field. For this example, enter 140522579.</td>
</tr>
<tr>
<td>20.</td>
<td>Click in the Retype Account Number field.</td>
</tr>
<tr>
<td>21.</td>
<td>Enter the desired information into the Retype Account Number field. For this example, enter 140522579.</td>
</tr>
<tr>
<td>22.</td>
<td>Click the scroll bar.</td>
</tr>
</tbody>
</table>
Step | Action
---|---
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.

24. | Click in the **Amount** field.

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

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.

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**.

28. | Click the **Save** button.
Step 29.  To add a second account, click the **Add Account** button.

Add Account button

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Step 30.  Click in the **Routing Number** field.

Step 31.  Enter the desired information into the **Routing Number** field. For this example, enter **121042882**.
### Step 32
Add Direct Deposit
- **This next account is a checking account.**
- Click the **Checking** button.

### Step 33
- Click in the **Account Number** field.

### Step 34
- Enter the desired information into the **Account Number** field. For this example, enter **392486454**.

### Step 35
- Click in the **Retype Account Number** field.

### Step 36
- Enter the desired information into the **Retype Account Number** field. For this example, enter **392486454**.

### Step 37
- Click the scroll bar.

### Step 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.
UCPath Task: Add Direct Deposit

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.

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.**