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.

<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>1.</td>
<td>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 <strong>Who is your childhood best friend?</strong> field.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter the desired information into the <strong>Security Question</strong> field. For this example, enter <strong>Molly</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td>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 <strong>Security Questions Setup</strong> 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.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
4. | Your answer appears as a series of dots.
   
   Click the Submit button.

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.
### Step 8
Click the scroll bar.

### Step 9
Expand the **Example Check** section to see how routing and account information appear on a check.

Click **Example Check**.

`Example Check`  

### Step 10
After reviewing the example, click **Example Check** to collapse the section.
Step | Action
---|---
11. | Click the **Routing Number Lookup** button.

**LOOK UP ROUTING NUMBER**

**SEARCH BY:**
- Bank ID

**Advanced Lookup**
- Begins with

**Sample:**
- **011090378**
  - **Bank Name:** STATE STREET BANK AND TRUST COMPANY
  - **Address Line 1:** 65 JOHN STREET
  - **City:** NEW YORK
  - **State:** NY
  - **Postal Code:** 10274

**Sample:**
- **011090385**
  - **Bank Name:** STATE STREET BANK AND TRUST COMPANY
  - **Address Line 1:** 65 JOHN STREET
  - **City:** NEW YORK
  - **State:** NY
  - **Postal Code:** 10274

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**Step** | **Action**
---|---
12. | Click in the **begins with** field.
13. | Enter the desired information into the **begins with** field. For this example, enter **121042**.
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<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>
<tr>
<td>16.</td>
<td>Click the <strong>Bank ID number</strong> link.</td>
</tr>
</tbody>
</table>

**ADD DIRECT DEPOSIT**

**Banking Information**

- Routing Number:
  - 121042222

**Account Type**

- **Checking**
- **Savings**

**Account Number**

**Payee Account Number**

**Deposit Information**

- Deposit Type: **$**
- Amount
- Receiving of Test Pay
- Payment

Laura Engman
Primary Tier: PROJECT POLICY AND 3
Revised by: EG211
Version Date: 07/05/2014

Last changed on: 3/1/21
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| 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**. |
<p>| 22.  | Click the scroll bar. |</p>
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| 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. |
To add a second account, click the **Add Account** button.

Click in the **Routing Number** field.

Enter the desired information into the **Routing Number** field. For this example, enter **121042882**.
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<td>32.</td>
<td>This next account is a checking account. Click the <strong>Checking</strong> button.</td>
</tr>
<tr>
<td>33.</td>
<td>Click in the <strong>Account Number</strong> field.</td>
</tr>
<tr>
<td>34.</td>
<td>Enter the desired information into the <strong>Account Number</strong> field. For this example, enter <strong>392486454</strong>.</td>
</tr>
<tr>
<td>35.</td>
<td>Click in the <strong>Retype Account Number</strong> field.</td>
</tr>
<tr>
<td>36.</td>
<td>Enter the desired information into the <strong>Retype Account Number</strong> field. For this example, enter <strong>392486454</strong>.</td>
</tr>
<tr>
<td>37.</td>
<td>Click the scroll bar.</td>
</tr>
<tr>
<td>38.</td>
<td>Use the <strong>Balance of Net Pay</strong> option for this second account. Click the <strong>Balance of Net Pay</strong> button.</td>
</tr>
</tbody>
</table>
### 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 | 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.
46. | Click the Submit Changes button.
### Step 47. Action
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. Action
The initial **Direct Deposit** setup may take up to two weeks to become effective.

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

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

### Step 51. Action
You have added direct deposit information in UCPath online. **End of Procedure.**