

Use this task to add direct deposit information in UCPath.

**Dashboard Navigation:**

Income and Taxes > **Direct Deposit**

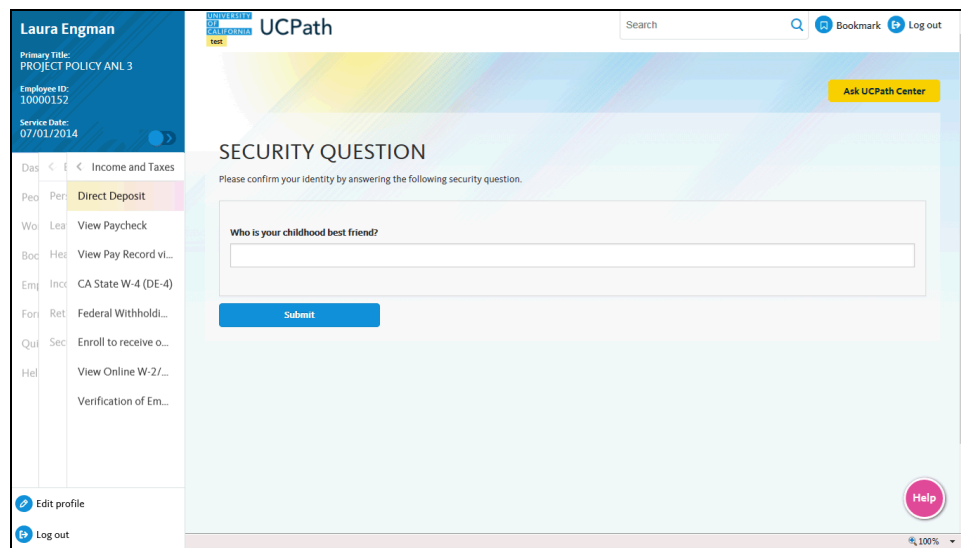
or

**Menu Navigation:**


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

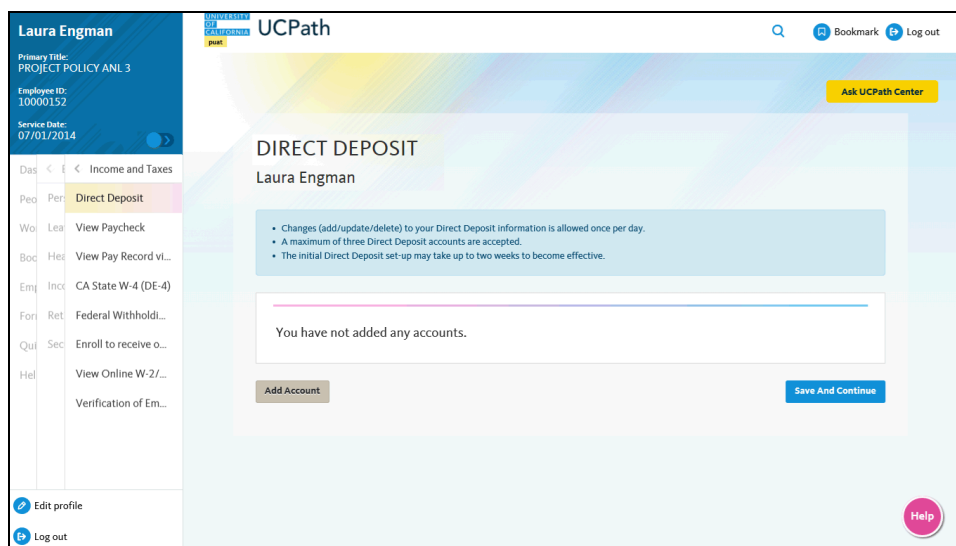
You can add/update your direct deposit only once per day. This means you can click the **Submit Changes** button only once per day. Make all direct deposit changes, deletions and additions before you save.


**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 <b>Who is your childhood best friend?</b> field.
2.	Enter the desired information into the <b>Security Question</b> field. For this example, enter <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.

Step	Action
4.	<p>Your answer appears as a series of dots.</p> <p>Click the <b>Submit</b> button.</p> 



Step	Action
5.	<p>The <b>Direct Deposit</b> page displays all of your direct deposits.</p> <p>In this example, add a savings and a checking account.</p>
6.	<p><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.</p> <p>Make sure you do all direct deposit changes, deletions and additions before you click <b>Submit Changes</b>.</p>
7.	<p>Click the <b>Add Account</b> button.</p> 

Step	Action
8.	Click the scroll bar.
9.	Expand the <b>Example Check</b> section to see how routing and account information appear on a check.  Click <b>Example Check</b> . <a href="#">Example Check &gt;</a>

Step	Action
10.	After reviewing the example, click <b>Example Check</b> to collapse the section. <a href="#">Example Check &lt;</a>

**Banking Information**

Routing Number\*

Account Type\*

Checking Savings

Account Number\*

Retype Account Number\*

[Example Check](#) >

**Deposit Information**

Deposit Type\*


Amount Balance of Net Pay % Percent

Deposit Order\*

e.g. 1, 2, 3

Example: 1 = Deposited First

[Help](#)

Step	Action
11.	Click the <b>Routing Number Lookup</b> button. 

**LOOK UP ROUTING NUMBER**

SEARCH BY:

Bank ID begins with


[Advanced Lookup](#) v


[Look Up](#) [Cancel](#)

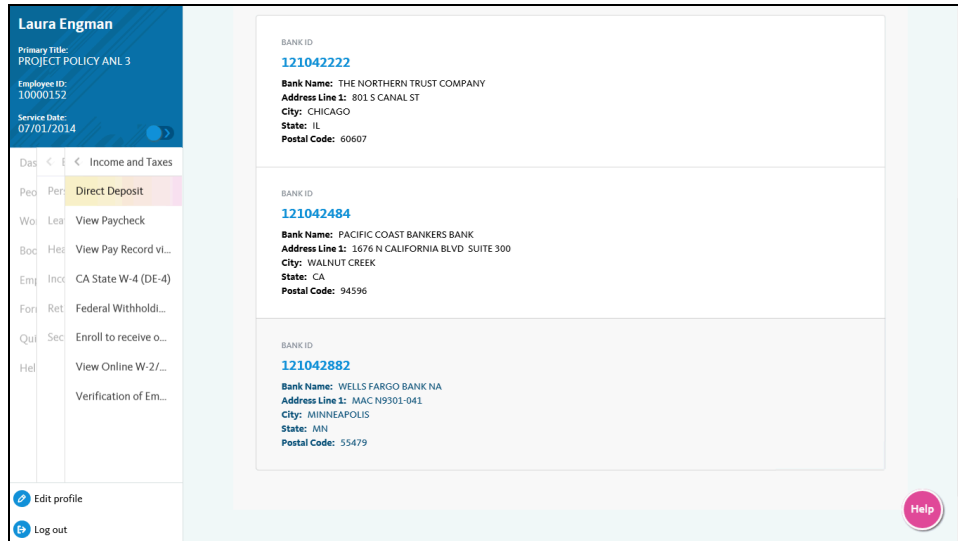
BANK ID  
**011000015**  
Bank Name: FEDERAL RESERVE BANK  
Address Line 1: 1000 PEACHTREE ST N.E.  
City: ATLANTA  
State: GA  
Postal Code: 30309


BANK ID  
**011000028**  
Bank Name: STATE STREET BANK AND TRUST COMPANY  
Address Line 1: JAB2HW  
City: N. QUINCY  
State: MA  
Postal Code: 02171

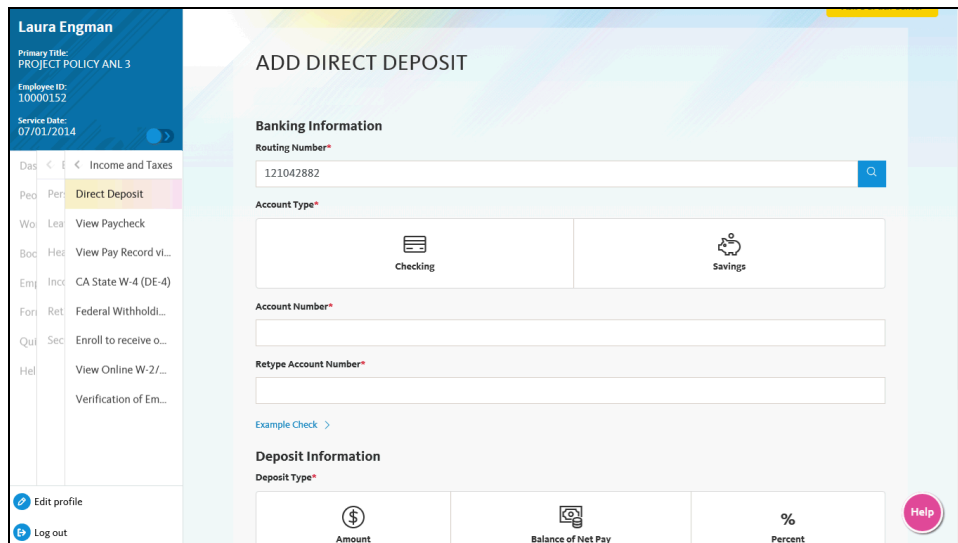
[Help](#)

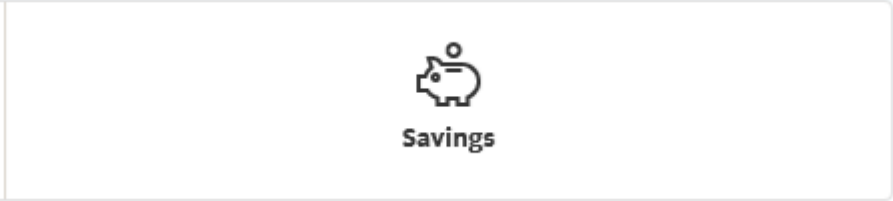
Step	Action
12.	Click in the <b>begins with</b> field. 
13.	Enter the desired information into the <b>begins with</b> field. For this example, enter <b>121042</b> .

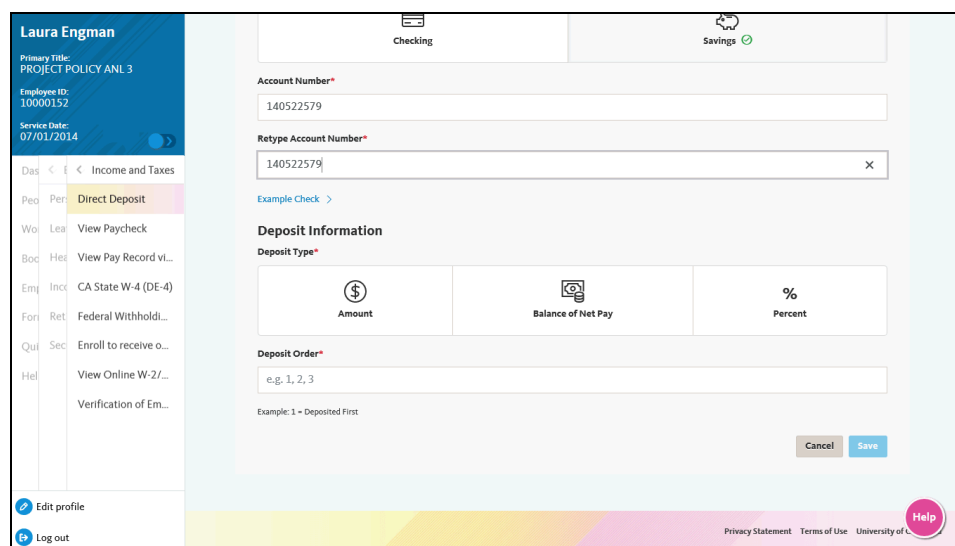
Step	Action
14.	Click the <b>Look Up</b> button. 
15.	Click the scroll bar.



Step	Action
16.	Click the <b>Bank ID</b> number link. 



Step	Action
17.	<p>Select the account type.</p> <p>For this example, click the <b>Savings</b> button.</p> 
18.	Click in the <b>Account Number</b> field.
19.	<p>Enter the desired information into the <b>Account Number</b> field.</p> <p>For this example, enter <b>140522579</b>.</p>
20.	Click in the <b>Retype Account Number</b> field.
21.	<p>Enter the desired information into the <b>Retype Account Number</b> field.</p> <p>For this example, enter <b>140522579</b>.</p>
22.	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...

Checking Savings

Account Number\*  
140522579

Retype Account Number\*  
140522579

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

Edit profile  
Log out


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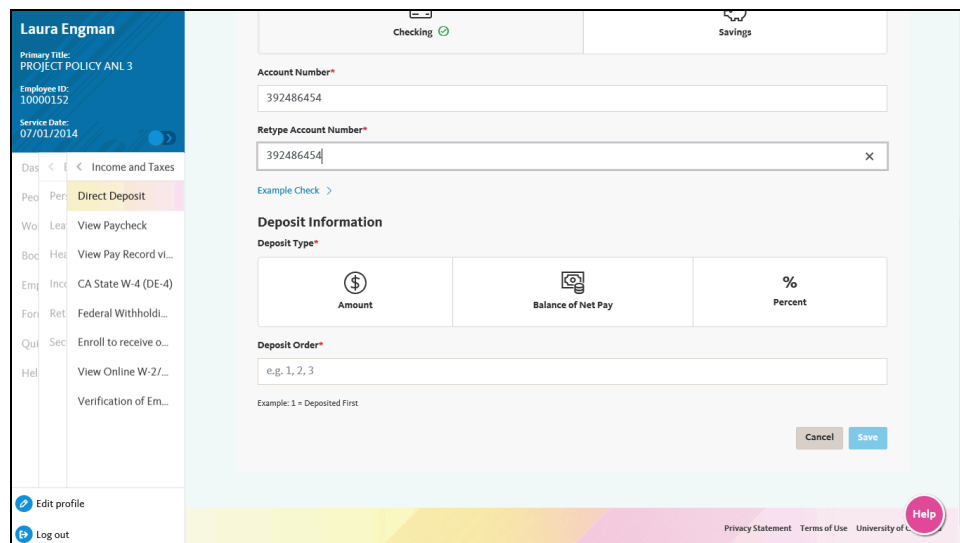
Step	Action
23.	<p>Select one of the following options:</p> <p><b>Amount:</b> Use this option if you want to specify a fixed dollar amount to be deposited to the bank account.</p> <p><b>Balance of Net Pay:</b> Use this option if you want the remaining net pay amount (after all other deposit types have been distributed) deposited to the bank account.</p> <p><b>Percent:</b> 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 <b>Amount</b> button.</p> <div></div>
24.	Click in the <b>Amount</b> field.
25.	Enter the desired information into the <b>Amount</b> field. For this example, enter <b>100.00</b> .
26.	<p>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.</p> <p>Click in the <b>Deposit Order</b> field.</p>
27.	<p>Enter the desired information into the <b>Deposit Order</b> field.</p> <p>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.</p> <p>For this example, enter <b>1</b>.</p>
28.	<p>Click the <b>Save</b> button.</p> <div></div>


Step	Action
29.	To add a second account, click the <b>Add Account</b> button.

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



Step	Action
32.	<p>This next account is a checking account.</p> <p>Click the <b>Checking</b> button.</p> <div style="text-align: center;">   <b>Checking</b> </div>
33.	Click in the <b>Account Number</b> field.
34.	Enter the desired information into the <b>Account Number</b> field. For this example, enter <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 <b>392486454</b> .
37.	Click the scroll bar.



Step	Action
38.	<p>Use the <b>Balance of Net Pay</b> option for this second account.</p> <p>Click the <b>Balance of Net Pay</b> button.</p> <div style="text-align: center;">   <b>Balance of Net Pay</b> </div>

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Das < < < Income and Taxes  
Per Direct Deposit  
Woi Lea View Paycheck  
Boc Hes View Pay Record vi...  
Em Inc CA State W-4 (DE-4)  
For Ret Federal Withhold...  
Qui Sec Enroll to receive o...  
Hel View Online W-2/...  
Verification of Em...

Edit profile  
Log out

Checking Savings

Account Number\*  
392486454

Retype Account Number\*  
392486454

Example Check >

**Deposit Information**  
Deposit Type\*

Amount Balance of Net Pay % Percent

Balance of Net Pay account is always deposited last.

How will my pay be deposited?

1 First, \$100.00 of your pay is deposited into Savings acct: 140522579

LAST Next, the balance of your pay is deposited into Checking acct: 392486454 (current account)

Cancel Save Help

Step	Action
39.	The <b>Deposit Order</b> defaults to LAST when <b>Balance of Net Pay</b> is selected.
40.	Click the <b>Save</b> button.
41.	In this example, you added two bank accounts for direct deposit. You can add up to three accounts for your direct deposit.

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Employee ID: 10000152  
Service Date: 07/01/2014

Das < < < Income and Taxes  
Per Direct Deposit  
Woi Lea View Paycheck  
Boc Hes View Pay Record vi...  
Em Inc CA State W-4 (DE-4)  
For Ret Federal Withhold...  
Qui Sec Enroll to receive o...  
Hel View Online W-2/...  
Verification of Em...

Edit profile  
Log out

Changes (add/update/delete) to your Direct Deposit information is allowed once per day.  
A maximum of three Direct Deposit accounts are accepted.  
The Initial Direct Deposit set-up may take up to two weeks to become effective.

**Savings**  
Amount: \$100.00 of Pay  
Routing Number: 121042882 Account Number: 140522579 Deposited First  
Edit Delete

**Checking**  
Balance of Net Pay  
Routing Number: 121042882 Account Number: 392486454 Deposited Second  
Edit Delete

Add Account Save And Continue

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Step	Action
42.	Click the <b>Save and Continue</b> button.

**Laura Engman**  
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Employee ID: 10000152  
Service Date: 07/01/2014

**DIRECT DEPOSIT**  
Laura Engman

Have you made all the changes you need to make?


- Changes (add/update/delete) to Direct Deposit information are permitted once per day.
- Setup may take up to two weeks to become effective, subject to banking and payroll deadlines.
- If you cancel your direct deposit account(s), future paychecks will be issued by paper check mailed to your home address on file (note: not the mailing address).
- Be sure to verify and/or update your home address and other personal information by navigating to UCPath online > Employee Actions > Personal Information.

☐ I authorize the University of California to initiate credits and/or debits to my account. I acknowledge 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 orders.

Cancel Submit Changes

Edit profile Log out

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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. <input type="checkbox"/>
46.	Click the <b>Submit Changes</b> button. 

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**DIRECT DEPOSIT**  
Submit Confirmation

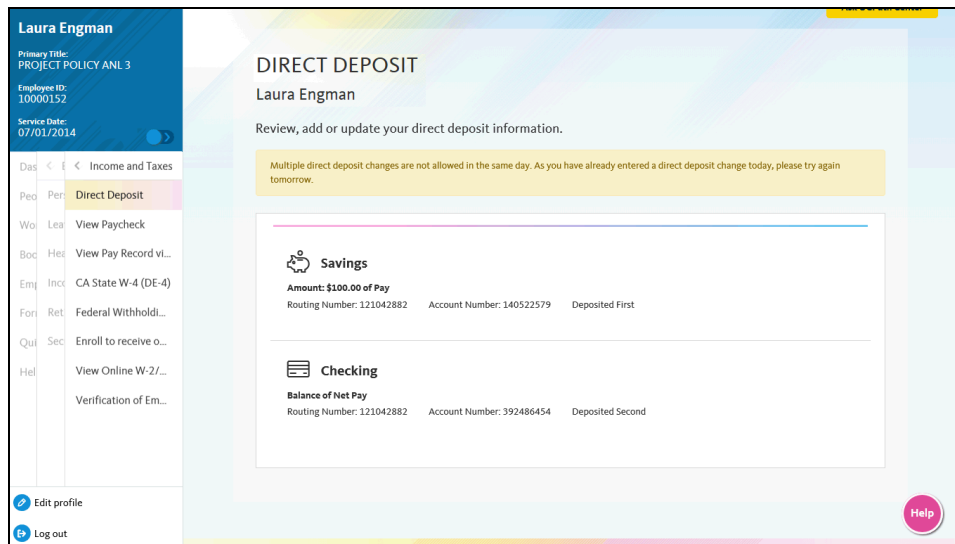
The Submit was successful.  
However, due to timing, your change may not be reflected on the next paycheck.

OK

Edit profile Log out

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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. 



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Employee ID: 10000152  
Service Date: 07/01/2014

**DIRECT DEPOSIT**  
Laura Engman

Review, add or update your direct deposit information.

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.

**Savings**  
Amount: \$100.00 of Pay  
Routing Number: 121042882 Account Number: 140522579 Deposited First

**Checking**  
Balance of Net Pay  
Routing Number: 121042882 Account Number: 392486454 Deposited Second

Edit profile  
Log out

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. <b>End of Procedure.</b>