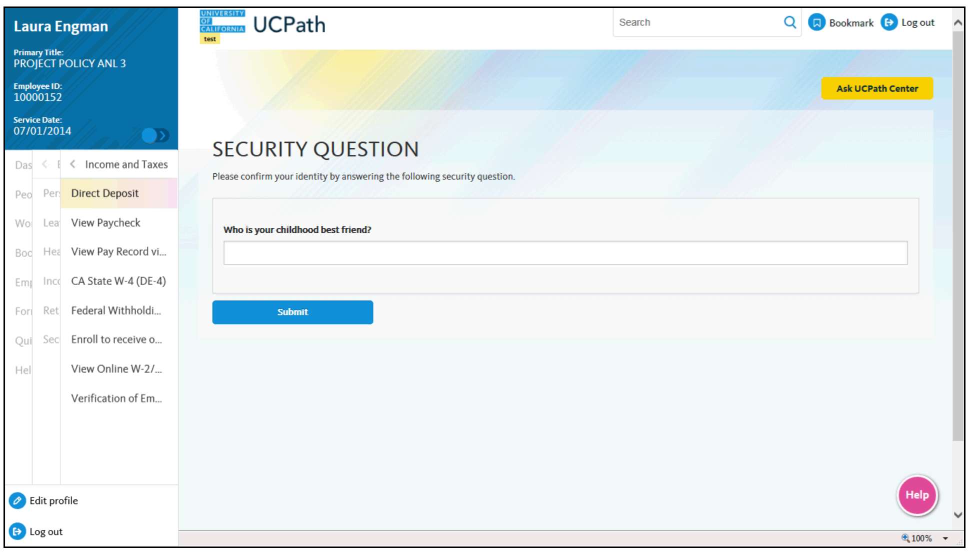
Use this task to add direct deposit information in UCPath.

Dashboard Navigation:
Income and Taxes > **Direct Deposit**
or
Menu Navigation:
Employee Actions > Income and Taxes > **Direct Deposit**

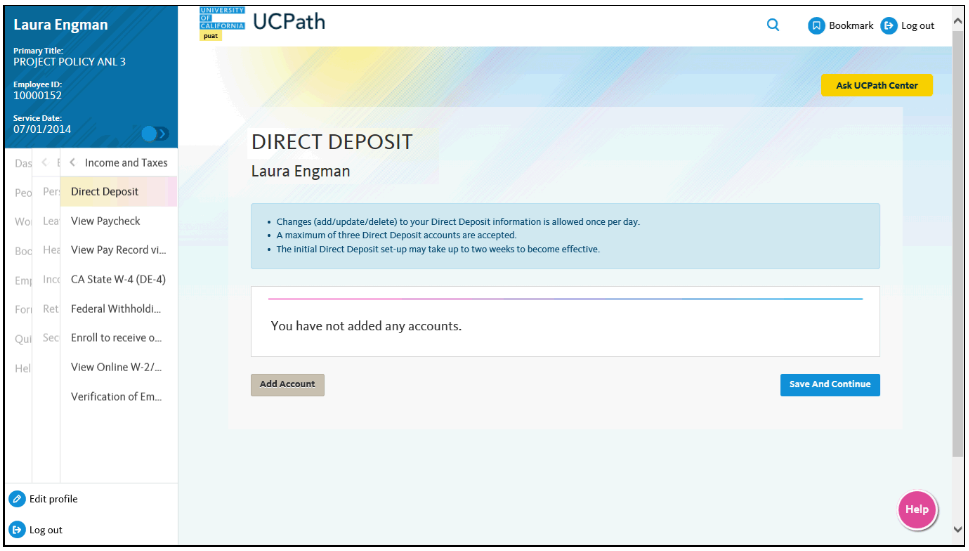
You can add/update your direct deposit only once per day. This means you can click the **Submit Changes** button only once per day. Make all direct deposit changes, deletions and additions before you save.

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.

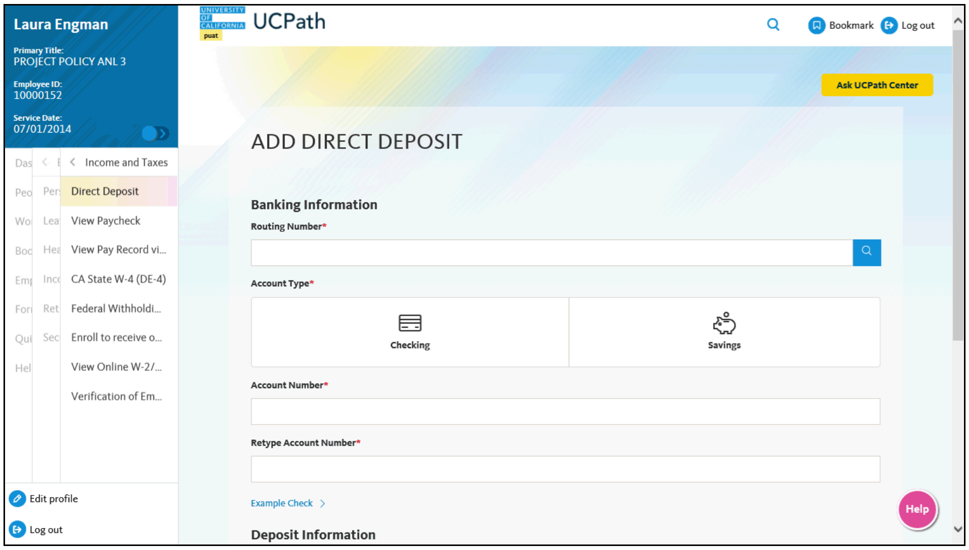


Step	Action
1.	Before you change your direct deposit information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. For this example click in the **Who is your childhood best friend?** field.
2.	Enter the desired information into the **Security 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.

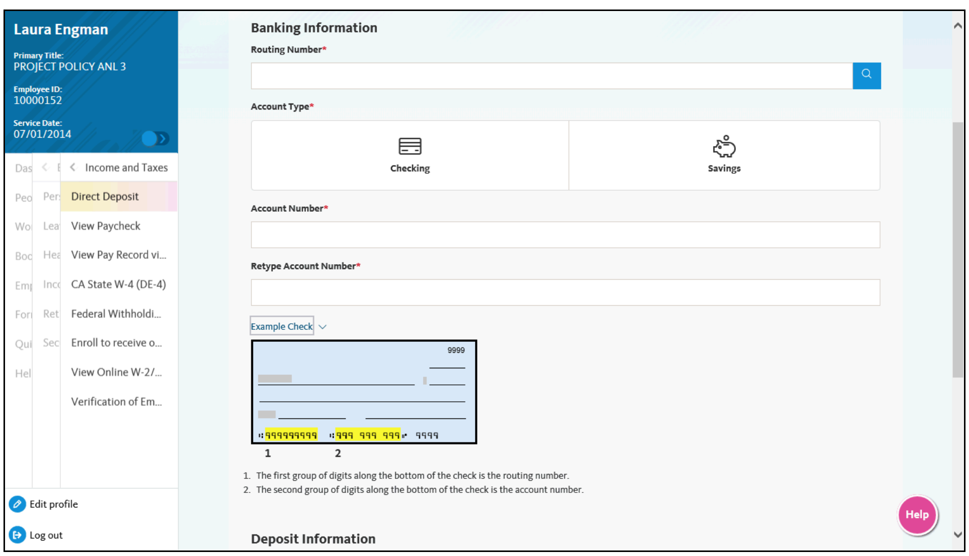
Step	Action
4.	Your answer appears as a series of dots. Click the **Submit** button. 



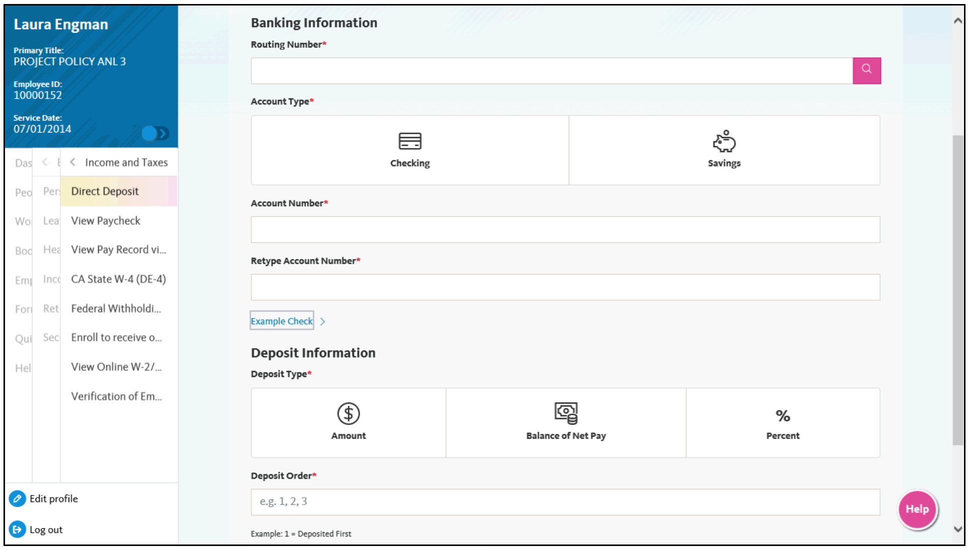
Step	Action
5.	The **Direct Deposit** page displays all of your direct deposits. In this example, add a savings and a checking account.
6.	**Note:** You can add/update your direct deposit only once per day. This means you can click the final **Submit Changes** button only once per day. Make sure you do all direct deposit changes, deletions and additions before you click **Submit Changes**.
7.	Click the **Add Account** button. 



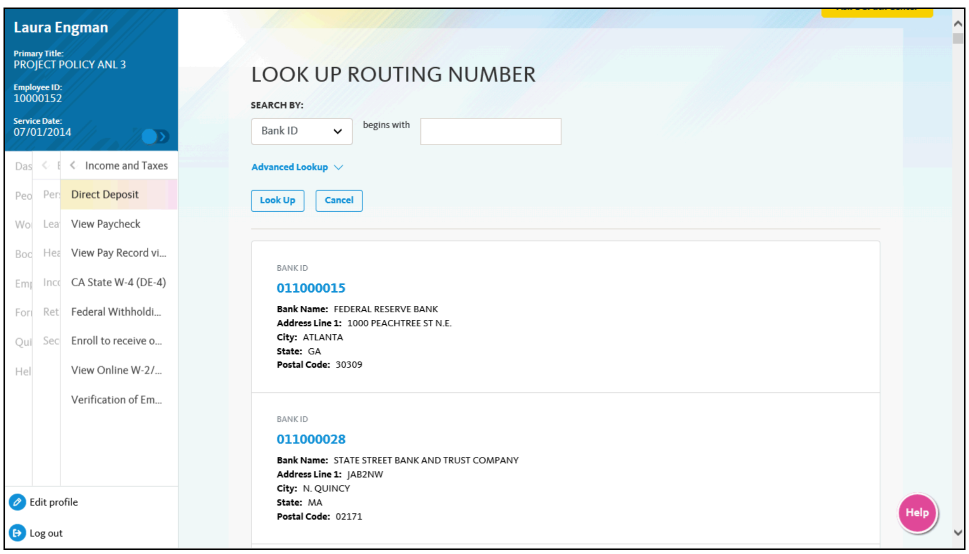
Step	Action
8.	Click the scroll bar.
9.	Expand the **Example Check** section to see how routing and account information appear on a check. Click **Example Check**. Example Check



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

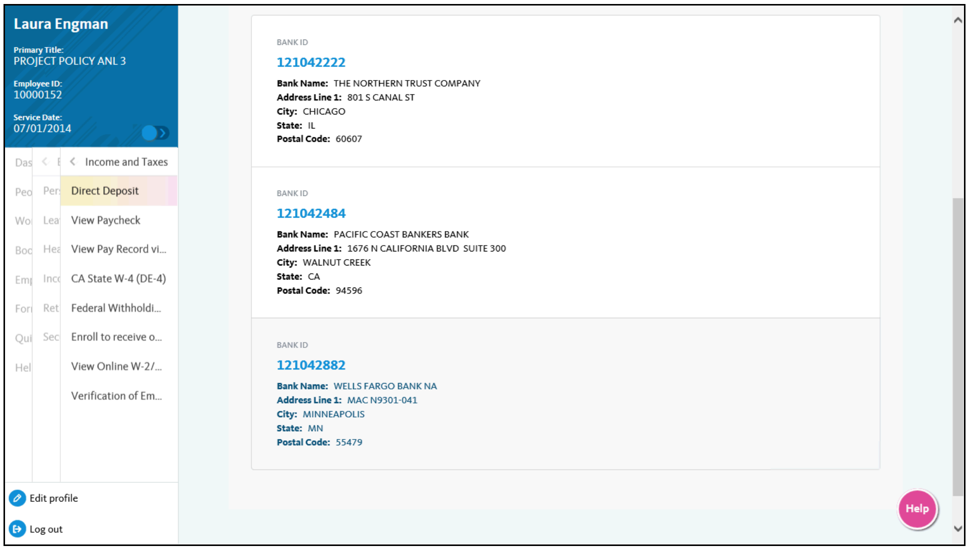


Step	Action
11.	Click the **Routing Number Lookup** button. 

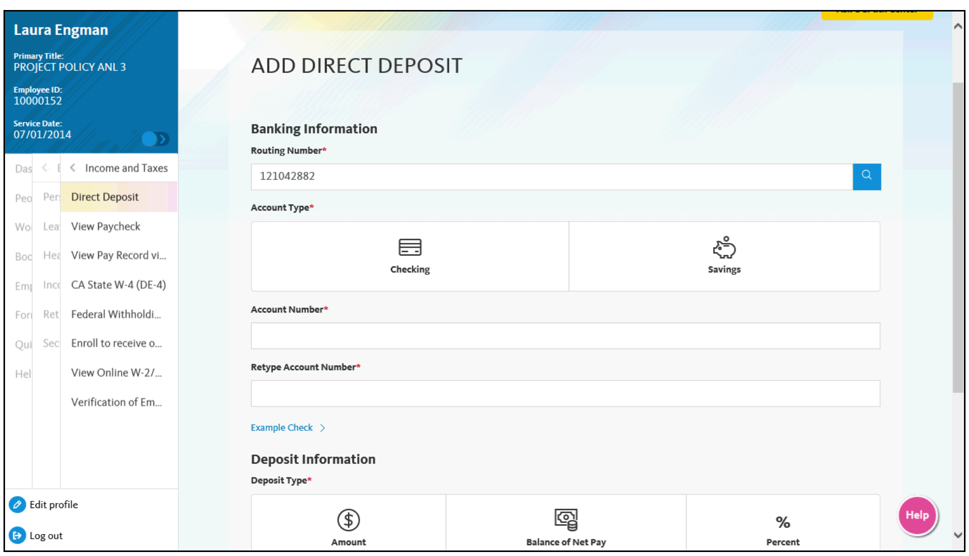


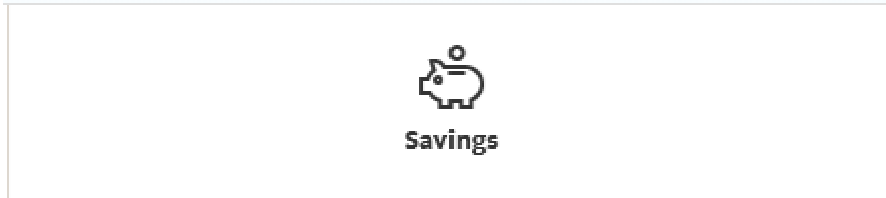
Step	Action
12.	Click in the **begins with** field.
13.	Enter the desired information into the **begins with** field. For this example, enter **121042**.

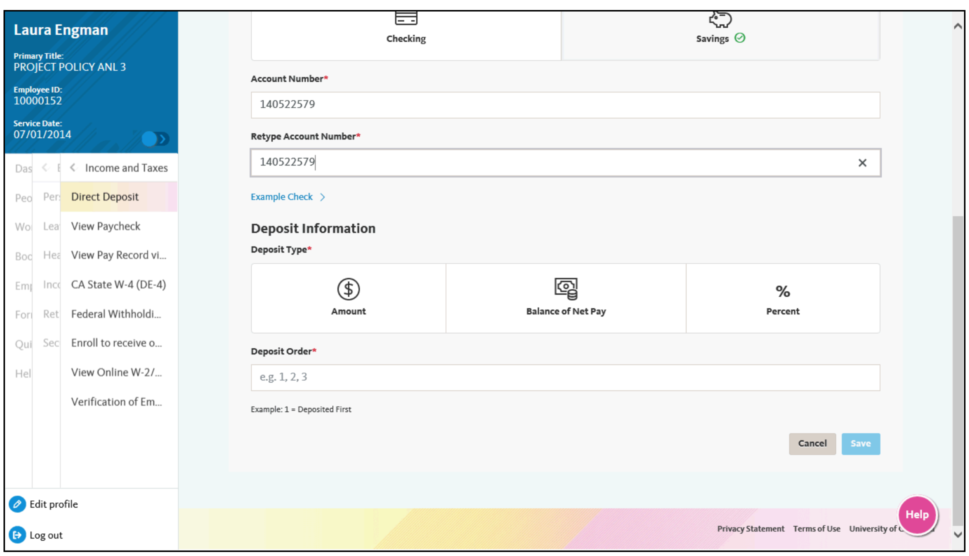
Step	Action
14.	Click the **Look Up** button. Look Up
15.	Click the scroll bar.

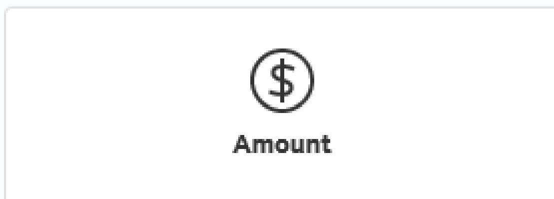


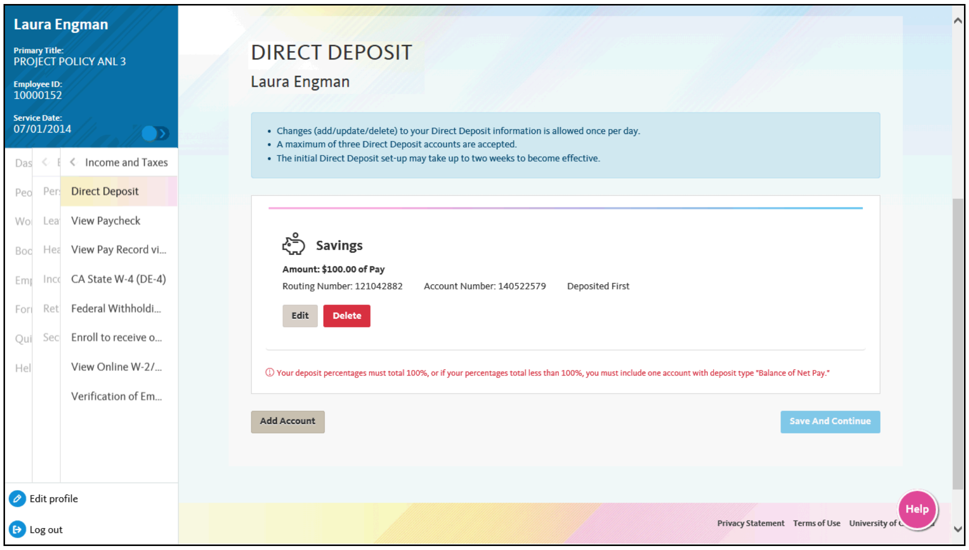
Step	Action
16.	Click the **Bank ID number** link. 121042882



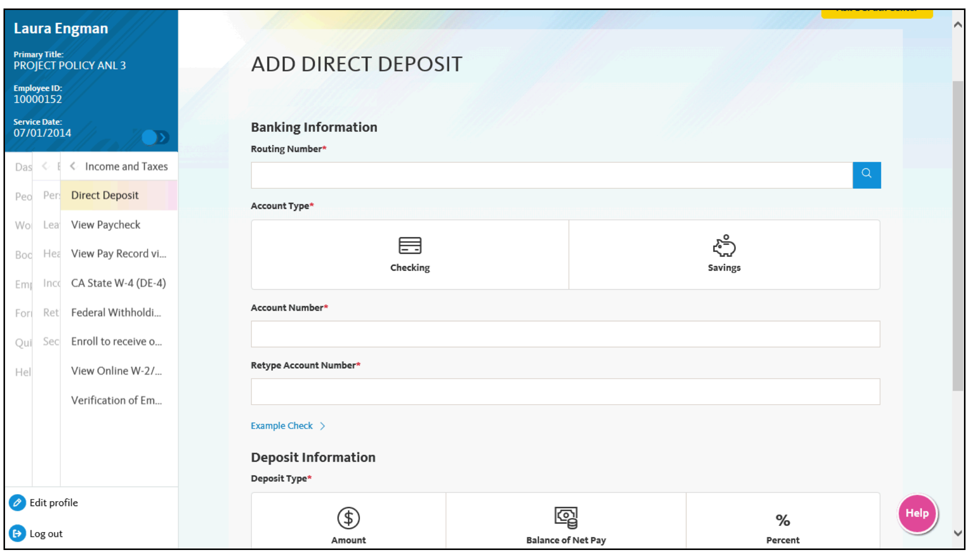
Step	Action
17.	Select the account type. For this example, click the **Savings** button. 
18.	Click in the **Account Number** field.
19.	Enter the desired information into the **Account Number** field. For this example, enter **140522579**.
20.	Click in the **Retype Account Number** field.
21.	Enter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



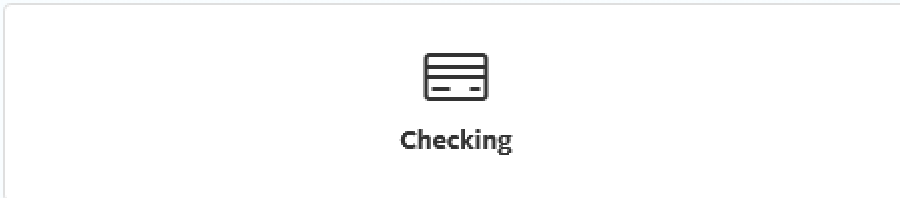
Step	Action
23.	Select one of the following options: **Amount:** Use this option if you want to specify a fixed dollar amount to be deposited to the bank account. **Balance of Net Pay:** Use this option if you want the remaining net pay amount (after all other deposit types have been distributed) deposited 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. 

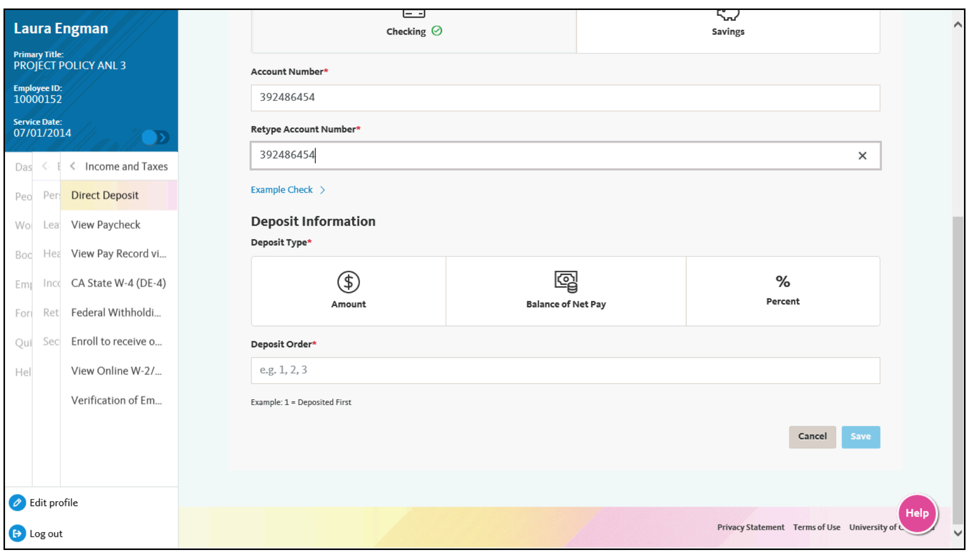


Step	Action
29.	To add a second account, click the **Add Account** button. 

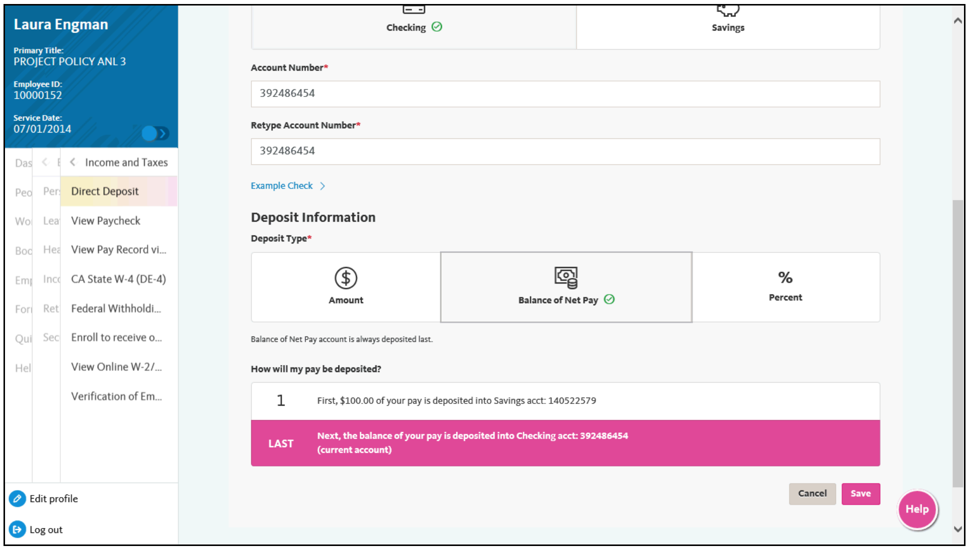


Step	Action
30.	Click in the **Routing Number** field.
31.	Enter the desired information into the **Routing Number** field. For this example, enter **121042882**.

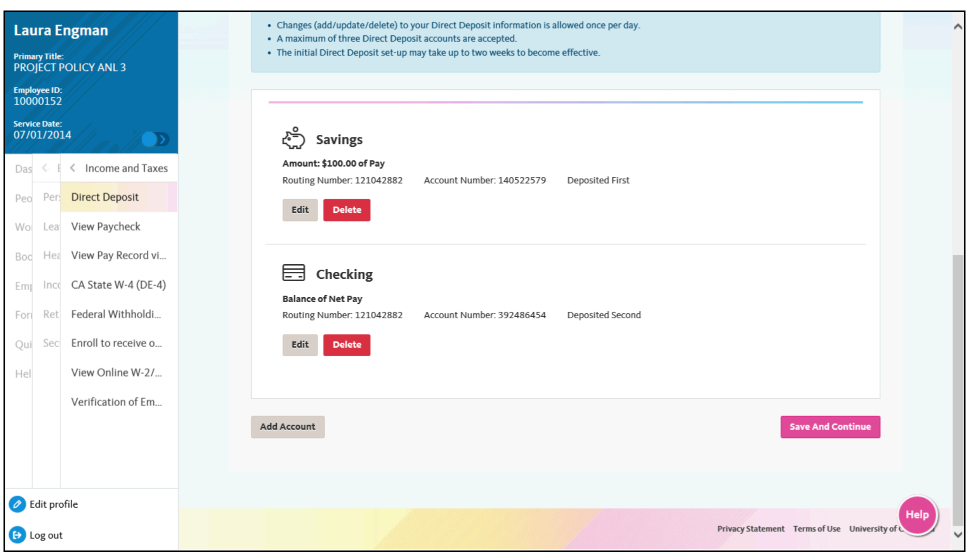
Step	Action
32.	This next account is a checking account. Click the **Checking** button. 
33.	Click in the **Account Number** field.
34.	Enter the desired information into the **Account Number** field. For this example, enter **392486454**.
35.	Click in the **Retype Account Number** field.
36.	Enter the desired information into the **Retype Account Number** field. For this example, enter **392486454**.
37.	Click the scroll bar.



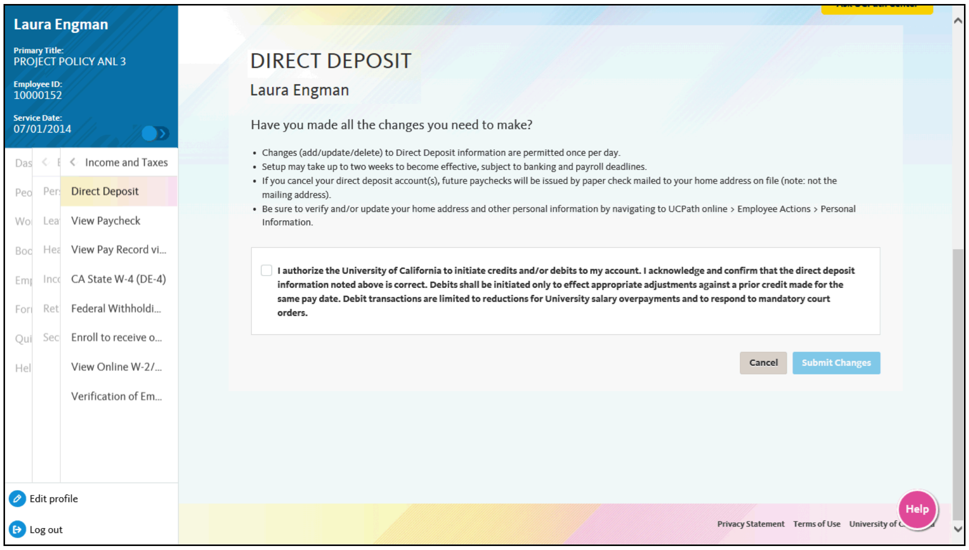
Step	Action
38.	Use the **Balance of Net Pay** option for this second account. Click the **Balance of Net Pay** button. 



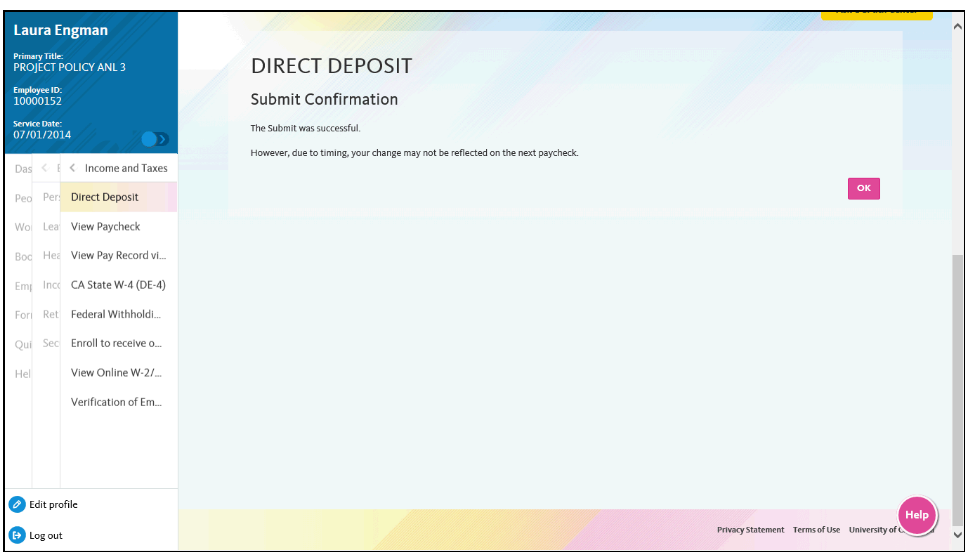
Step	Action
39.	The **Deposit Order** defaults to LAST when **Balance of Net Pay** is selected.
40.	Click the **Save** button. 
41.	In this example, you added two bank accounts for direct deposit. You can add up to three accounts for your direct deposit.



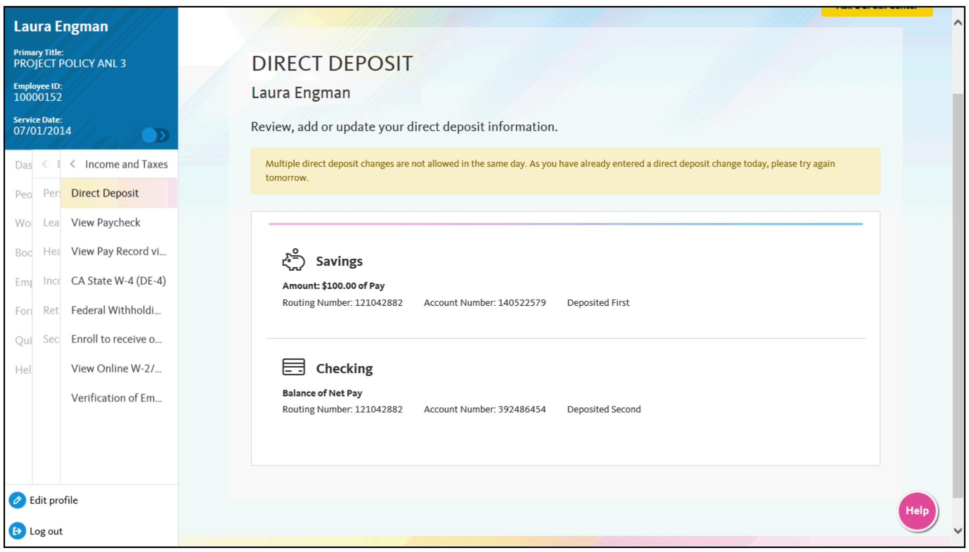
Step	Action
42.	Click the **Save and Continue** button. 



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.
46.	Click the **Submit Changes** button. Submit Changes



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.**