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>
<th>Action</th>
</tr>
</thead>
<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 Security Question 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 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.</td>
</tr>
</tbody>
</table>
### Step 4
Your answer appears as a series of dots.

Click the **Submit** button.

![Submit Button](image)

### Step 5
The **Direct Deposit** page displays all of your direct deposits.

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

### Step 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**.

### Step 7
Click the **Add Account** button.

![Add Account](image)
## UCPath Task: Add Direct Deposit

### ADD DIRECT DEPOSIT

#### Banking Information
- **Routing Number**: [Input Field]
- **Account Type**: [Dropdown]
  - Checking
  - Savings
- **Account Number**: [Input Field]
- **Routing Account Number**: [Input Field]

#### Deposit Information

### 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**.

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

<table>
<thead>
<tr>
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<tr>
<td>12.</td>
<td>Click in the <strong>begins with</strong> field.</td>
</tr>
<tr>
<td>13.</td>
<td>Enter the desired information into the <strong>begins with</strong> field. For this example, enter <strong>121042</strong>.</td>
</tr>
</tbody>
</table>
14. Click the **Look Up** button.

15. Click the scroll bar.

16. Click the **Bank ID number** link.
### UCPath Task: Add Direct Deposit

<table>
<thead>
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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>
<table>
<thead>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.</td>
<td>Select one of the following options:</td>
</tr>
<tr>
<td></td>
<td><strong>Amount</strong>: Use this option if you want to specify a fixed dollar amount to be deposited to the bank account.</td>
</tr>
<tr>
<td></td>
<td><strong>Balance of Net Pay</strong>: Use this option if you want the remaining net pay amount (after all other deposit types have been distributed) deposited to the bank account.</td>
</tr>
<tr>
<td></td>
<td><strong>Percent</strong>: Use this option if you want to specify a percentage of pay to be deposited to the bank account.</td>
</tr>
<tr>
<td></td>
<td>For this example, click the <strong>Amount</strong> button.</td>
</tr>
<tr>
<td>24.</td>
<td>Click in the <strong>Amount</strong> field.</td>
</tr>
<tr>
<td>25.</td>
<td>Enter the desired information into the <strong>Amount</strong> field. For this example, enter <strong>100.00</strong>.</td>
</tr>
<tr>
<td>26.</td>
<td>The <strong>Deposit Order</strong> 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.</td>
</tr>
<tr>
<td></td>
<td>Click in the <strong>Deposit Order</strong> field.</td>
</tr>
<tr>
<td>27.</td>
<td>Enter the desired information into the <strong>Deposit Order</strong> field.</td>
</tr>
<tr>
<td></td>
<td>In this case, you want $100.00 distributed to the savings account before the <strong>Balance of Net Pay</strong> is distributed to the checking account.</td>
</tr>
<tr>
<td></td>
<td>For this example, enter <strong>1</strong>.</td>
</tr>
<tr>
<td>28.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
</tbody>
</table>
Step 29. To add a second account, click the Add Account button.

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
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 | 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.
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.

**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.
- Setups 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 (not the mailing address).
- Be sure to verify the home address and other personal information by logging in to UCPath online.
- (Employees Actions) 

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**Submit Confirmation**

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