

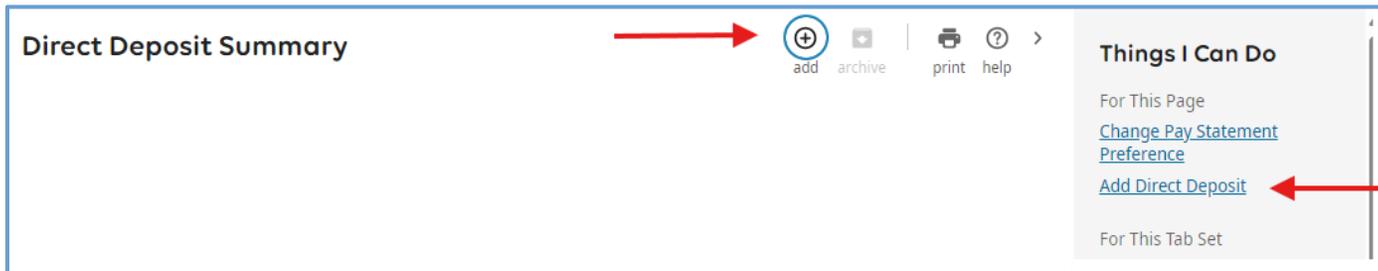
# UPDATING YOUR DIRECT DEPOSIT INSTRUCTIONS

## Submit Your Changes through UKG

### Computer Access

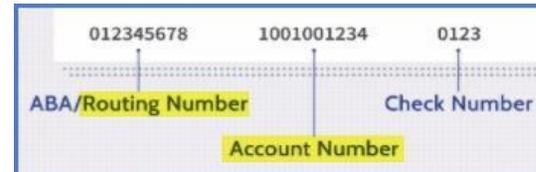
To update your direct deposit instructions using a computer, log in to UKG. In UKG, go to Myself > Pay > Direct Deposit.

If you are setting up direct deposit for the first time, click on the *+Add* button or the *Add Direct Deposit* button.



### Carefully add your account information.

1. Double check your *Routing Number* and *Account Number*. Here's an example:
2. Account Type: Select *Checking*, *Savings* or *Debit Card*
3. Amount:
  - a. **Flat Amount** – If you have more than one direct deposit account, you may add a flat dollar amount to be deposited to a designated account. For example, direct \$200 deposited to your Savings Account.
  - b. **Percent Amount** – If you have more than one direct deposit account, you may add a percentage amount to be deposited to a designated account. For example, direct 10% deposited to your Savings Account.
  - c. **Available Balance** – Your net pay will be deposited to your primary account. If you have more than one account, this again is the account your net pay will be deposited to after you elect a *Flat Amount* or *Percent* to a second account.



When you are finished, click *Save* in the upper right corner.

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**Direct Deposit Detail**

save reset cancel print help

Description  
e.g., "My College Fund"

Bank description

Routing number

Account number

Account type

Status: Active

Amount

Flat Amount

Percent amount

Available balance

If you have an existing account and want to add another account, click on the *+Add* button.

**Direct Deposit Summary**

add archive print help

<input type="checkbox"/>	Account Number	Description	Bank	Account Type	Amount	Status	
<input type="checkbox"/>	xxxxxxxxxxxxxxxx		Chase	Checking	Available balance	Active	

Follow the same steps noted above and click 'Save' to finalize the changes.