

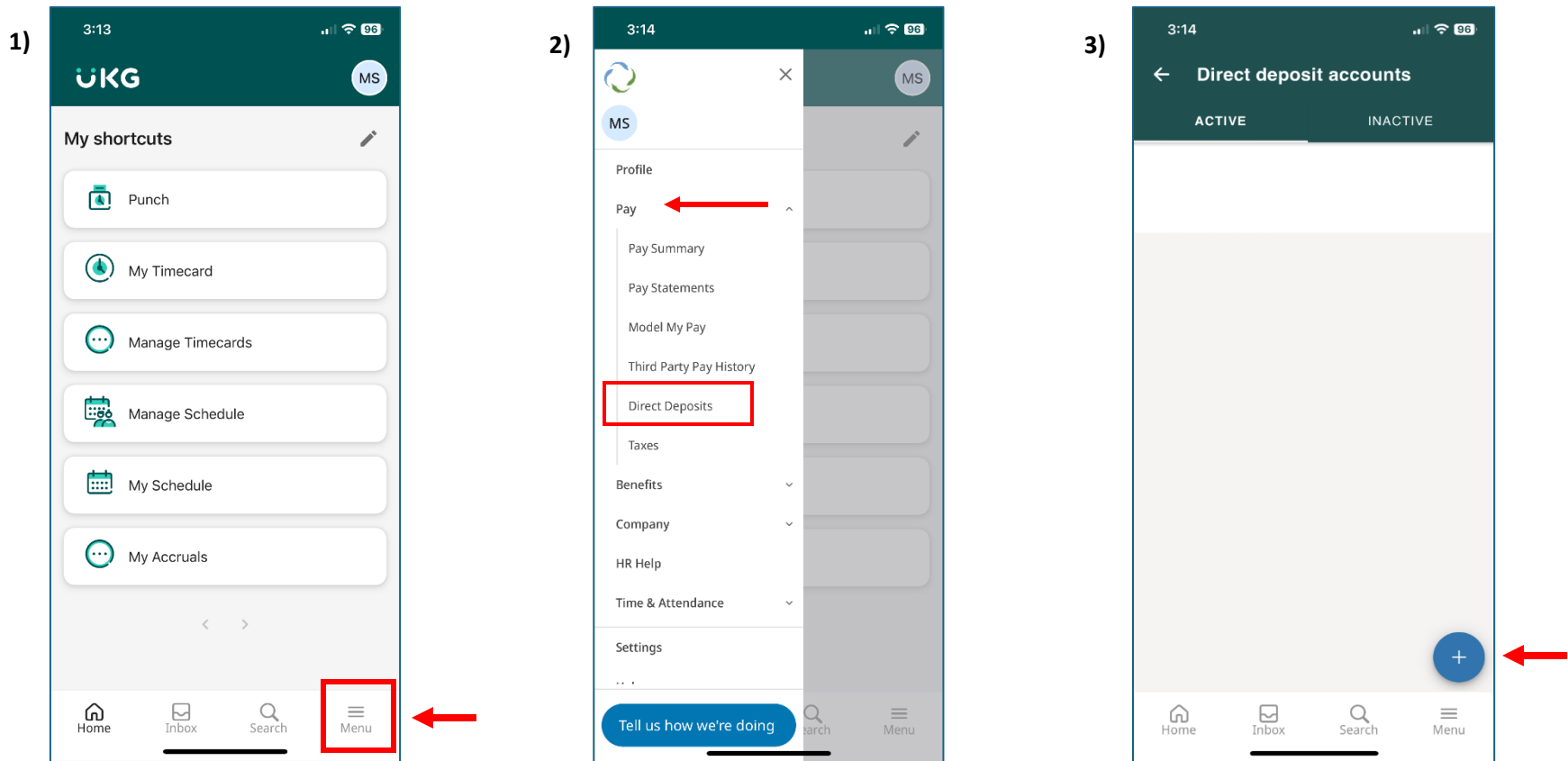
# UPDATING YOUR DIRECT DEPOSIT INSTRUCTIONS

## Submit Your Changes through UKG

### Mobile Device Access

To add your direct deposit instructions for the first time or to update it using the UKG mobile app, click into the app.

- Hit the Menu button in the lower right corner. Select Pay > Direct Deposits. On the direct deposit screen, click the + sign in the lower right corner.

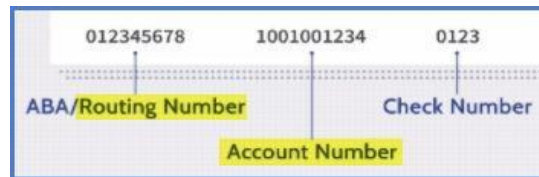


# UPDATING YOUR DIRECT DEPOSIT INSTRUCTIONS

## Submit Your Changes through UKG

Carefully add your account information.

- 1 Account Type: Select *Checking, Savings or Debit Card*
- 2 Enter the Bank Name and/or Account Nickname
- 3 Enter your *Routing Number* and *Account Number*. Here's an example:



- 4 Amount:

\* **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.

\* **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.

\* **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.

- 5 When you are finished, click *Submit* in the upper right corner.

### Add Another Direct Deposit

If you have an existing account and want to add another account, click on the + sign and follow the same steps noted above.