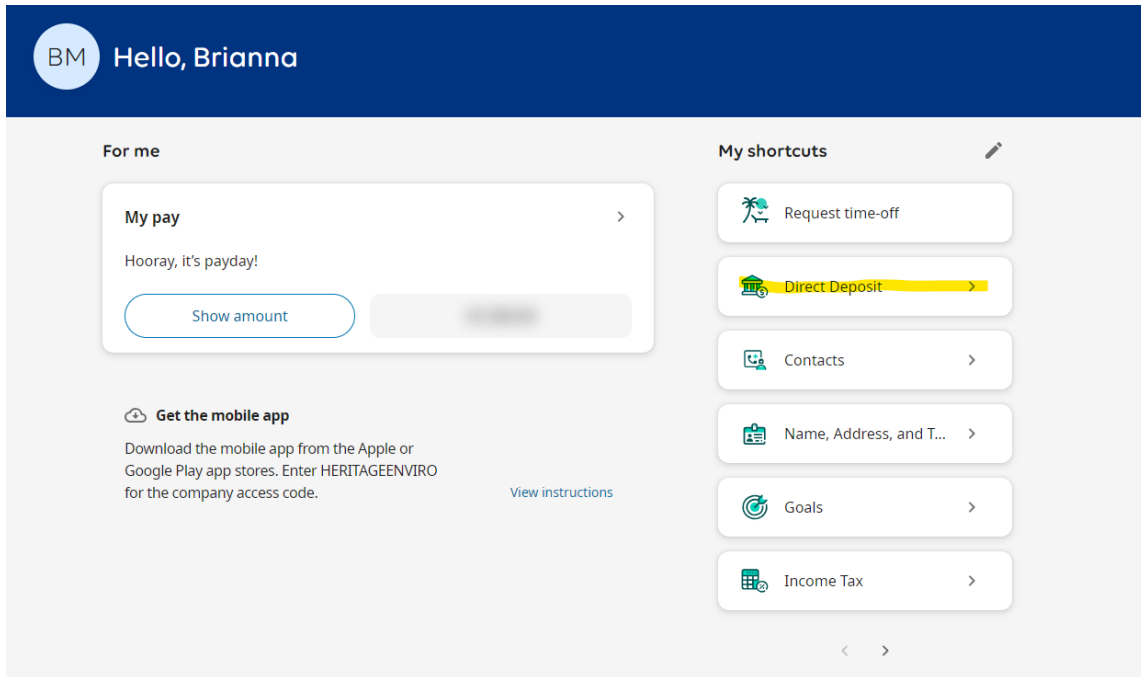


How to Change/Add Direct Deposit

After logging into UKG, you will select the Direct Deposit tab from the main screen.



This will direct you to your current direct deposit setup.

Direct Deposit Summary

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☐	Account Number	Description	Bank	Account Type	Amount	Status	
☐	xxxxxxxxxxxxxxxxxx			Checking	Available balance	Active	

From here, you can choose to make changes to the account(s) you currently have in place. Or you can add an account by selecting the blue plus sign to 'Add'.

***If you are replacing your current account. UKG has a rule in place that only one account can have the Available Balance option. Even if this account is made inactive.

Direct Deposit Detail

archive save reset cancel print help >

Errors
• Invalid routing number encountered.

Description e.g., "My College Fund"		Status	Active
Bank description		• Amount	
<u>Routing number</u>		☒ Flat Amount	
<u>Account number</u>		☐ Percent amount	
Account type	Checking	☒ Available balance	

You will need to go into the account you want made inactive, select either the Flat Amount or Percentage option and enter a 1. You will also need to select Inactive in the drop down box. Save these changes and then select the blue plus sign to add your new account.

*****Remember, you must have 1 active account designated with Available Balance to ensure you are paid on time.