

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.

Laura Engman		Search	Q 😡 Bookmark 🕞 Log out 🔺
Primary Title: PROJECT POLICY ANL 3			
Employee ID: 10000152			Ask UCPath Center
Service Date: 07/01/2014	SECURITY QUESTION		
Das 🐇 E < Income and Taxes	Please confirm your identity by answering the following security question.		
Peo Per: Direct Deposit			
Wo Lea View Paycheck	Who is your childhood best friend?		
Bod Hea View Pay Record vi			
Emj Inco CA State W-4 (DE-4)			
For Ret Federal Withholdi	Submit		
Qui Sec Enroll to receive o			
Hel View Online W-2/			
Verification of Em			
Edit profile			Help
😥 Log out			€ 100% <del>-</del>

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 <b>Security Question</b> field. For this example, enter <b>Molly</b> .
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 <b>Security Questions Setup</b> 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 <b>Submit</b> button.
	Submit

Laura Engman	UCPath	Q 🛛 😡 Bookmark 😝 Log out
Primary Title: PROJECT POLICY ANL 3 Employee ID: 10000152		Ask UCPath Center
Service Date: 07/01/2014	DIRECT DEPOSIT Laura Engman	
Wo     Lea     View Paycheck       Boc     Hez     View Pay Record vi       Emi     Incc     CA State W-4 (DE-4)	Changes (add/update/delete) to your Direct Deposit information is allowed once per day.     A maximum of three Direct Deposit accounts are accepted.     The initial Direct Deposit set-up may take up to two weeks to become effective.	
For Ret Federal Withholdi Qui Sec Enroll to receive o	You have not added any accounts.	
Hel View Online W-2/ Verification of Em	Add Account	Save And Continue
Edit profile		ныр)
🕞 Log out		

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



Laura Engman	COLUMN UCPath	Q 🔋 Bookmark 😝 Log out
Primary Title: PROJECT POLICY ANL 3 Employee ID: 10000152		Ask UCPath Center
Service Date: 07/01/2014	ADD DIRECT DEPOSIT	
Peo Per Direct Deposit Wo Lea View Paycheck	Banking Information Routing Number*	
Boc Hea View Pay Record vi		٩
Fori Ret Federal Withholdi Qui Sec Enroll to receive o	Account Type*	کی savings
Hel View Online W-2/ Verification of Em	Account Number*	
	Retype Account Number*	
🧷 Edit profile	Example Check >	Help
😝 Log out	Deposit Information	· · · · · · · · · · · · · · · · · · ·

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 >

Prima	ry Title	ngman POLICY ANL 3	Banking Information Routing Number*	^
Emplo	oyee ID: 00152		Q Account Type*	
Servic 07/0	te Date: 01/201	14	<b>三</b>	
Das	< E	< Income and Taxes	Checking Savings	
Peo	Per:	Direct Deposit	Account Number*	
Wo	Lea	View Paycheck		
Boc	Hea	View Pay Record vi	Retype Account Number*	
Emp	Inco	CA State W-4 (DE-4)		
Fori	Ret	Federal Withholdi	Example Check v	
Qui	Sec	Enroll to receive o	page Unck 9999	_
Hel		View Online W-2/		
		Verification of Em		
			<ol> <li>The first group of digits along the bottom of the check is the routing number.</li> </ol>	
🥢 E	dit pro	ofile	<ol><li>The second group of digits along the bottom of the check is the account number.</li></ol>	Help
🕞 L	og out		Deposit Information	<b>·</b>

Step	Action
10.	After reviewing the example, click <b>Example Check</b> to collapse the section.          Example Check



Verification of Em	Laura Engman Project Policy Anil 3 Employer ID: 10000152 Storke bole: 0000152 Das C C C Income and Taxes Ped Per Direct Deposit Wo Lea View PayReck Boc Hei View PayReck Employ: C Astate W-4 (DE-4) For Ret Federal Withholdi. Qui Sec Enroll to receive o. Heid View Online W-2/_	Banking Information Routing Number* Account Type* Account Number* Retype Account Number* Example Check Deposit Information Deposit Type*		م چې Savings	
	Verification of Em	Amount	Ū.		
Help	Edit profile	e.g. 1, 2, 3			Help

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

Laura Engman		^
Primary Title: PROJECT POLICY ANL 3 Employee ID: 10000152 Service Date: 07/01/2014	LOOK UP ROUTING NUMBER SEARCH BY: Bank ID v begins with	
Das 🤄 E < Income and Taxes	Advanced Lookup $\vee$	
Peo Per: Direct Deposit	Look Up Cancel	
Wo Lea View Paycheck		
Boc Hea View Pay Record vi		
Emp Inco CA State W-4 (DE-4)	BANKID 011000015	
Fori Ret Federal Withholdi	Bank Name: FEDERAL RESERVE BANK Address Line 1: 1000 FEACHTREE ST N.E.	
Qui Sec Enroll to receive o	City: ATLANTA State: GA	
Hel View Online W-2/	Postal Code: 30309	
Verification of Em		
	BANKID 011000028	
	Bank Name: STATE STREET BANK AND TRUST COMPANY	
	Address Line 1: JAB2NW City: N. QUINCY	
Edit profile	State: MA PostalCode: 02171	Help
🔁 Log out		<u> </u>

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



Step	Action
14.	Click the <b>Look Up</b> button.
	Look Up
15.	Click the scroll bar.

La	uro E	ngman		^
	IFA E		BANKID	
PRO	JÉCT F	POLICY ANL 3	121042222	
Emple 100	oyee ID: 00152		Bank Name: THE NORTHERN TRUST COMPANY Address Line 1: 801 S CANAL ST	
Servi	ce Date: )1/201		Address Line 1: Bol S CARAL SI City: C CHICAGO State: IL PottICode: 06067	
Das	< E	< Income and Taxes		
Peo	Per:	Direct Deposit	BANKID	
Wo	Lea	View Paycheck	121042484	
Boc	Hea	View Pay Record vi	Bank Name: PACIFIC COAST BANKERS BANK Address Line 1: 676 N CALIFORNIA BLVD SUITE 300 City: WALNUT CREFK	
Emp	Inco	CA State W-4 (DE-4)	State: CA Postal Code: 94596	
Fori	Ret	Federal Withholdi		
Qui	Sec	Enroll to receive o	BANKID	
Hel		View Online W-2/	121042882	
		Verification of Em	Bank Name: WELLS FARGO BANK NA Address Line 1: MAC 049301-041 City: MINNEAPAOLIS State: MN Postal Code: 55479	
<b>0</b> E	dit pro	ofile		Help
🕞 L	.og out	t		<u> </u>

Step	Action	
16.	Click the <b>Bank ID number</b> link.	
	121042882	

Laura Engman				^
Primay Tribe. PROJECT POLICY ANL 3 ADD DIRECT DEPOSIT				
Employee ID: 10000152				
Service Date: 07/01/2014	Banking Information Routing Number*			
Das 🤄 E < Income and Taxes	121042882		Q	
Peo Per: Direct Deposit	Account Type*			
Wo Lea View Paycheck			- 9	
Boc Hea View Pay Record vi	Checking		ے Savings	
Emj Inco CA State W-4 (DE-4)	Checking		Savings	J
Fori Ret Federal Withholdi	Account Number*			
Qui Sec Enroll to receive o				
Hel View Online W-2/	Retype Account Number*			
Verification of Em				
	Example Check >			
	Deposit Information Deposit Type*			
🧭 Edit profile	(\$)	<u>ତ</u>	%	Help
🕒 Log out	Amount	Balance of Net Pay	70 Percent	-



Step	Action
17.	Select the account type.
	For this example, click the <b>Savings</b> button.
	k ۲ ۲
	Savings
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 <b>Retype Account Number</b> field.
21.	Enter the desired information into the <b>Retype Account Number</b> field.
	For this example, enter 140522579.
22.	Click the scroll bar.

Laura Engman	Checking		Savings ⊘	
PROJECT POLICY ANL 3	Account Number*			
Employee ID: 10000152	140522579			
Service Date: 07/01/2014	Retype Account Number*			
Das 🔄 E < Income and Taxes	140522579		×	
Peo Per: Direct Deposit	Example Check >			
Wo Lea View Paycheck	Deposit Information			
Boc Hea View Pay Record vi	Deposit Type*			
Emj Inco CA State W-4 (DE-4)	\$	[]	%	
For Ret Federal Withholdi	Amount	Balance of Net Pay	Percent	
Qui Sec Enroll to receive o	Deposit Order*			
Hel View Online W-2/	e.g. 1, 2, 3			
Verification of Em	Example: 1 - Deposited First			
			Cancel Save	
Edit profile				
E Log out			Privacy Statement Terms of Use Universit	y of H

## OF UCPath

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



Laura Engman	
Primary Title: PROJECT POLICY ANL 3	DIRECT DEPOSIT
Employee ID: 10000152	Laura Engman
Service Date: 07/01/2014	Changes (add/update/delete) to your Direct Deposit information is allowed once per day.     A maximum of three Direct Deposit accounts are accepted.
Das 🗧 E < Income and Taxes	The initial Direct Deposit set-up may take up to two weeks to become effective.
Peo Per: Direct Deposit	
Wo         Lea         View Paycheck           Boc         Het         View Pay Record vi           Em         Incc         CA State W-4 (DE-4)           For         Ret         Federal Withholdi           Qui         Sec         Enroll to receive o           Hel         View Online W-2/	Constraint       Savings         Amount:       \$100.00 of Pay         Routing Number:       121042882         Account Number:       140522579         Deposited First
Verification of Em	O Your deposit percentages must total 100%, or if your percentages total less than 100%, you must include one account with deposit type "Balance of Net Pay." Add Account Save And Continue
<ul> <li>Edit profile</li> <li>Log out</li> </ul>	Privacy Statement Terms of Use University of

Step	Action		
29.	To add a second account, click the <b>Add Account</b> button.		
	Add Account		

Laura Engman				
Primary Title: PROJECT POLICY ANL 3	ADD DIRECT DEPOS	ІТ		
Employee ID: 10000152				
0//01/2014	Banking Information Routing Number*			
Das 🗧 🗧 Income and Taxes			Q	
Peo Per: Direct Deposit	Account Type*			
Wo Lea View Paycheck			- 0	
Boc Hea View Pay Record vi	Checking		د Savings	_
Emp Inco CA State W-4 (DE-4)	Checking		Savings	_
Fori Ret Federal Withholdi	Account Number*			_
Qui Sec Enroll to receive o				_
Hel View Online W-2/	Retype Account Number*			_
Verification of Em				
	Example Check >			
	Deposit Information			
🧭 Edit profile	\$	Q	%	Help
😝 Log out	Amount	Balance of Net Pay	70 Percent	<b>•</b> ••

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



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

Laura Engman	Checking 🔗		Savings	^
Primary Title: PROJECT POLICY ANL 3	Account Number*			
Employee ID: 10000152	392486454			
Service Date: 07/01/2014	Retype Account Number*			
Das < E < Income and Taxes	392486454		×	
Peo Per: Direct Deposit	Example Check >			
Wo Lea View Paycheck	Deposit Information			
Boc Hea View Pay Record vi	Deposit Type*			
Emp Inco CA State W-4 (DE-4)	\$		%	
Fori Ret Federal Withholdi	Amount	Balance of Net Pay	Percent	
Qui Sec Enroll to receive o	Deposit Order*			
Hel View Online W-2/	e.g. 1, 2, 3			
Verification of Em	Example: 1 = Deposited First			
			Cancel Save	
Edit profile				Help
🕒 Log out			Privacy Statement Terms of Use Univers	ity of 🗸 🗸

Step	Action
38.	Use the <b>Balance of Net Pay</b> option for this second account.
	Click the <b>Balance of Net Pay</b> button.
	Balance of Net Pay



Laura Engman	Checking	0	Savings	^
Primary Title: PROJECT POLICY ANL 3	Account Number*			
Employee ID: 10000152	392486454			
Service Date: 07/01/2014	Retype Account Number*			
Das < E < Income and Taxes	392486454			
Peo Per: Direct Deposit	Example Check >			
Wo Lea View Paycheck	Deposit Information			
Boc Hea View Pay Record vi	Deposit Type*			
Emp Inco CA State W-4 (DE-4)	\$	©	%	
For Ret Federal Withholdi	Amount	Balance of Net Pay 🥝	Percent	
Qui Sec Enroll to receive o	Balance of Net Pay account is always deposited last.			_
Hel View Online W-2/	How will my pay be deposited?			
Verification of Em	1 First, \$100.00 of your pay is d	leposited into Savings acct: 140522579		
	LAST Next, the balance of your pa (current account)	y is deposited into Checking acct: 392486454		
Edit profile			Cancel Save	Help
Log out				

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

Laura Engman Primary Title: PROJECT POLICY ANL 3	Changes (add/update/delete) to your Direct Deposit information is allowed once per day.     A maximum of three Direct Deposit accounts are accepted.     The initial Direct Deposit set-up may take up to two weeks to become effective.	^
Employee ID: 10000152 Service Date:		
07/01/2014       Das < E < Income and Taxes       Pec     Per       Direct Deposit	Amount: \$100.00 of Pay         Routing Number: 121042882       Account Number: 140522579         Deposited First	
Wo         Lea         View Paycheck           Boc         Hea         View Pay Record vi		
Emi Inco CA State W-4 (DE-4) For Ret Federal Withholdi Out Sec Enroll to receive o	Balance of Net Pay Routing Number: 121042882 Account Number: 392486454 Deposited Second Edit. Delete	
Hel View Online W-2/ Verification of Em		
	Add Account Save And Continue	
Edit profile		
😝 Log out	Privacy Statement Terms of Use University of	" 、

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

## OF UCPath

Laura Engman	
Primary Title: PROJECT POLICY ANL 3	DIRECT DEPOSIT
Employee ID: 10000152	Laura Engman
Service Date: 07/01/2014	Have you made all the changes you need to make?
Das 🤞 E < Income and Taxes	Changes (add/update/defet) to Direct Deposit Information are permitted once per day.     Setup may take up to two weeks to become effective, subject to banking and payroll deadlines.     If you cancel your direct deposit account(5), future paychecks will be issued by paper check mailed to your home address on file (note: not the
Peo Per Direct Deposit	<ul> <li>If you cance you meet deposit accountsy, name payeneous win be issued by paper cireck manear to your nome address on me (note: not une mailing address).</li> <li>Be sure to verify and/or update your home address and other personal information by navigating to UCPath online &gt; Employee Actions &gt; Personal</li> </ul>
Wo Lea View Paycheck	Information.
Boc Hes View Pay Record vi Emp Ince CA State W-4 (DE-4)	I authorize the University of California to initiate credits and/or debits to my account. I acknowledge and confirm that the direct deposit information noted above is correct. Debits shall be initiated only to effect appropriate adjustments against a prior credit made for the
For Ret Federal Withholdi	same pay date. Debit transactions are limited to reductions for University salary overpayments and to respond to mandatory court orders.
Qui Sec Enroll to receive o	
Hel View Online W-2/	Cancel Submit Changes
Verification of Em	
Zedit profile	Help
🔁 Log out	Privacy Statement Terms of Use University of

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 <b>Submit Changes</b> .
45.	Click the <b>I authorize the University of California</b> option.
46.	Click the Submit Changes button. Submit Changes

Laura Engman	
Primary Title: PROJECT POLICY ANL 3	DIRECT DEPOSIT
Employee ID: 10000152 Service Date: 07/01/2014	Submit Confirmation The Submit was successful.
Das     < E     Income and Taxes       Peo     Per     Direct Deposit	However, due to timing, your change may not be reflected on the next paycheck.
Wo         Lea         View Paycheck           Boc         Hea         View Pay Record vi	
Emi Inco CA State W-4 (DE-4) For Ret Federal Withholdi	
Qui Sec Enroll to receive o Hel View Online W-2/	
Verification of Em	
<ul> <li>Edit profile</li> <li>Log out</li> </ul>	Privacy Statement Terms of Use University of Carl



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 <b>Direct Deposit</b> setup may take up to two weeks to become effective.
49.	Click the <b>OK</b> button.

Laura Engman		^
Primary Title: PROJECT POLICY ANL 3	DIRECT DEPOSIT	
Employee ID: 10000152	Laura Engman	
Service Date: 07/01/2014	Review, add or update your direct deposit information.	
Das 🞸 E < Income and Taxes	Multiple direct deposit changes are not allowed in the same day. As you have already entered a direct deposit change today, please try again tomorrow.	
Peo Per: Direct Deposit	Condition.	
Wo Lea View Paycheck		
Boc Hea View Pay Record vi	ද <sup>2</sup> ) Savings	
Emj Ince CA State W-4 (DE-4)	Amount: \$100.00 of Pay	
Fori Ret Federal Withholdi	Routing Number: 121042882 Account Number: 140522579 Deposited First	
Qui Sec Enroll to receive o		
Hel View Online W-2/		
Verification of Em	Balance of Net Pay Routing Number: 121042882 Account Number: 392486454 Deposited Second	
Edit profile		
€ Log out		lelp _

Step	Action
50.	The <b>Direct Deposit</b> page now reflects the changes you made today.
51.	You have added direct deposit information in UCPath online. End of Procedure.