

Use this task to add direct deposit information in UCPath.

**Dashboard Navigation:**

Income and Taxes > **Direct Deposit**

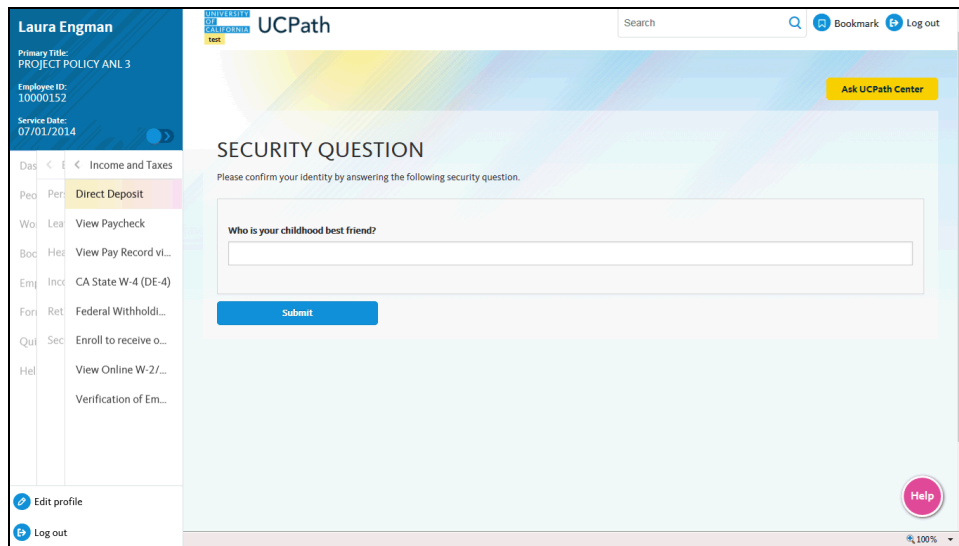
or

**Menu Navigation:**


Employee Actions > Income and Taxes > **Direct Deposit**

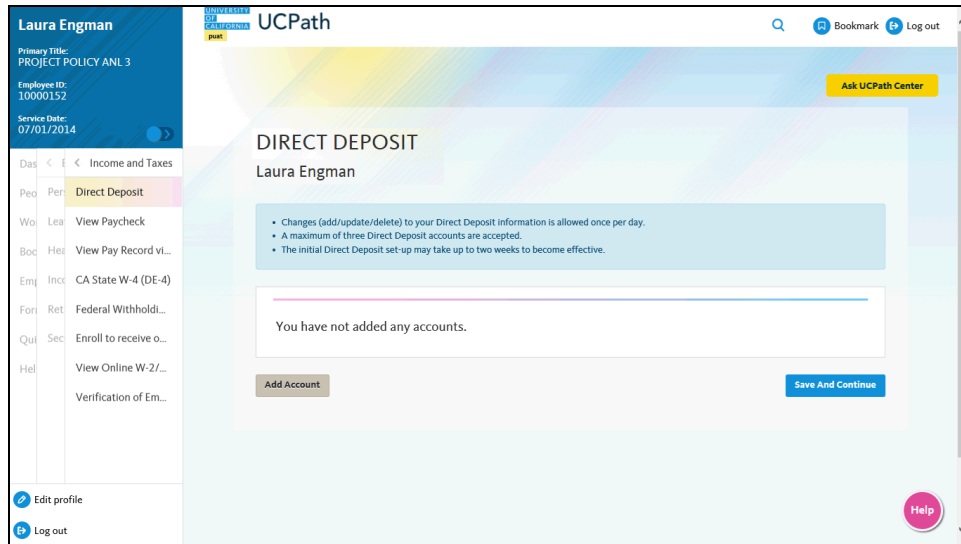
You can add/update your direct deposit only once per day. This means you can click the **Submit Changes** button only once per day. Make all direct deposit changes, deletions and additions before you save.

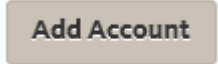
**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.

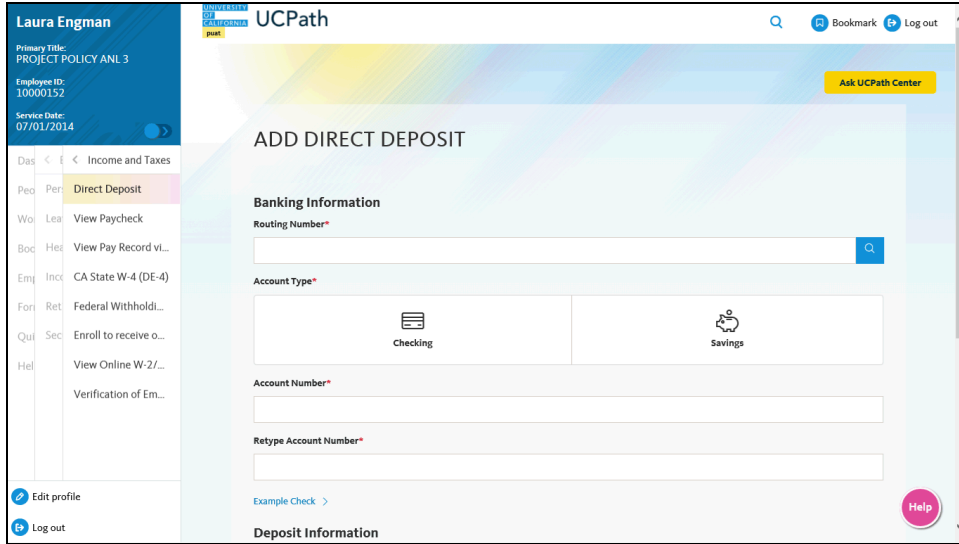


Step	Action
1.	Before you change your direct deposit information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile.  For this example click in the <b>Who is your childhood best friend?</b> field.
2.	Enter the desired information into the <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.

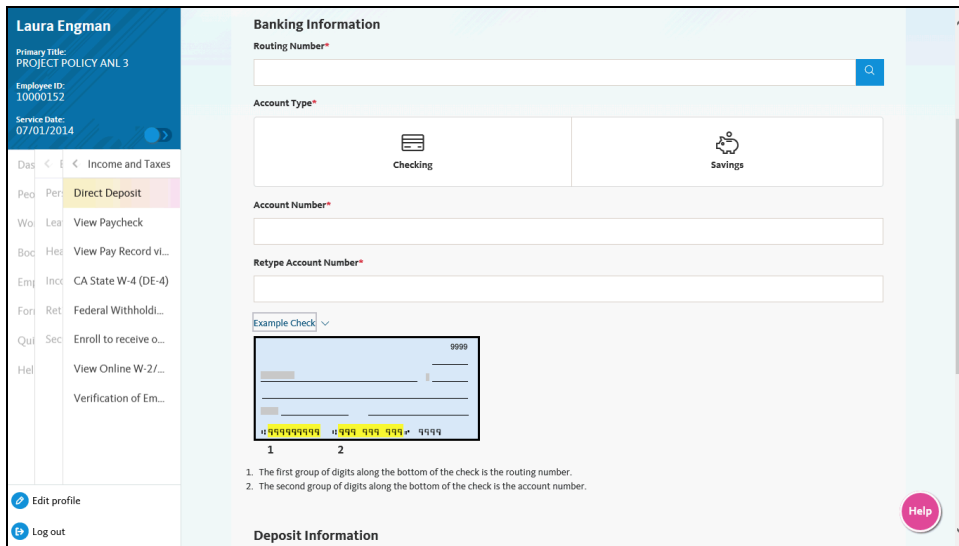
Step	Action
4.	<p>Your answer appears as a series of dots.</p> <p>Click the <b>Submit</b> button.</p> 




Step	Action
5.	<p>The <b>Direct Deposit</b> page displays all of your direct deposits.</p> <p>In this example, add a savings and a checking account.</p>
6.	<p><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.</p> <p>Make sure you do all direct deposit changes, deletions and additions before you click <b>Submit Changes</b>.</p>
7.	<p>Click the <b>Add Account</b> button.</p> 





Step	Action
8.	Click the scroll bar.
9.	Expand the <b>Example Check</b> section to see how routing and account information appear on a check.  Click <b>Example Check</b> .  <a href="#">Example Check &gt;</a>

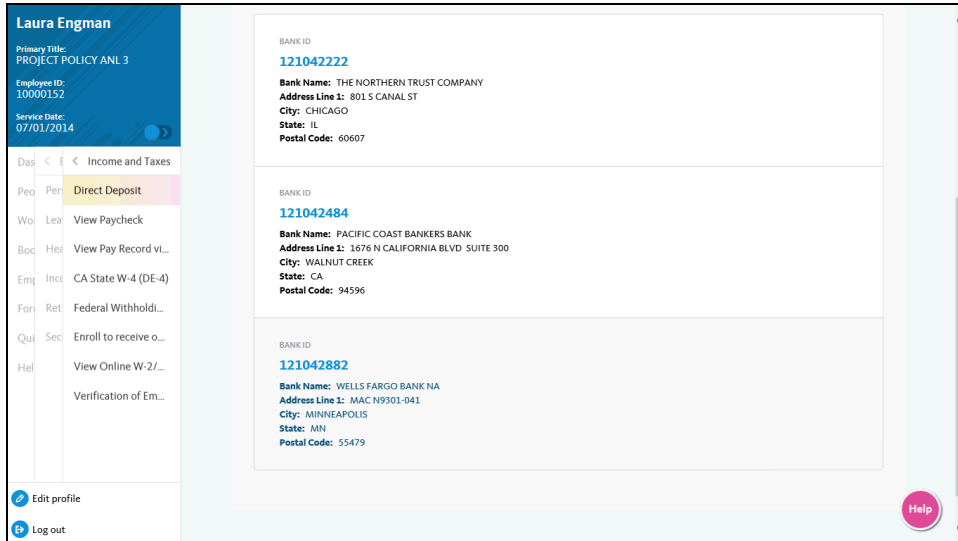


Step	Action
10.	After reviewing the example, click <b>Example Check</b> to collapse the section.  <a href="#">Example Check v</a>

Step	Action
11.	Click the <b>Routing Number Lookup</b> button. 

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. 
15.	Click the scroll bar.



**Laura Engman**  
Primary Title: PROJECT POLICY ANL 3  
Employee ID: 10000152  
Service Date: 07/01/2014

Das < < < Income and Taxes  
Peo Per **Direct Deposit**  
Woi Lea View Paycheck  
Boc Hes View Pay Record vi...  
Emy Incc CA State W-4 (DE-4)  
Fori Ret Federal Withholdi...  
Qui Sec Enroll to receive o...  
Hel View Online W-2/...  
Verification of Em...


Bank ID: **121042222**  
Bank Name: THE NORTHERN TRUST COMPANY  
Address Line 1: 801 S CANAL ST  
City: CHICAGO  
State: IL  
Postal Code: 60607

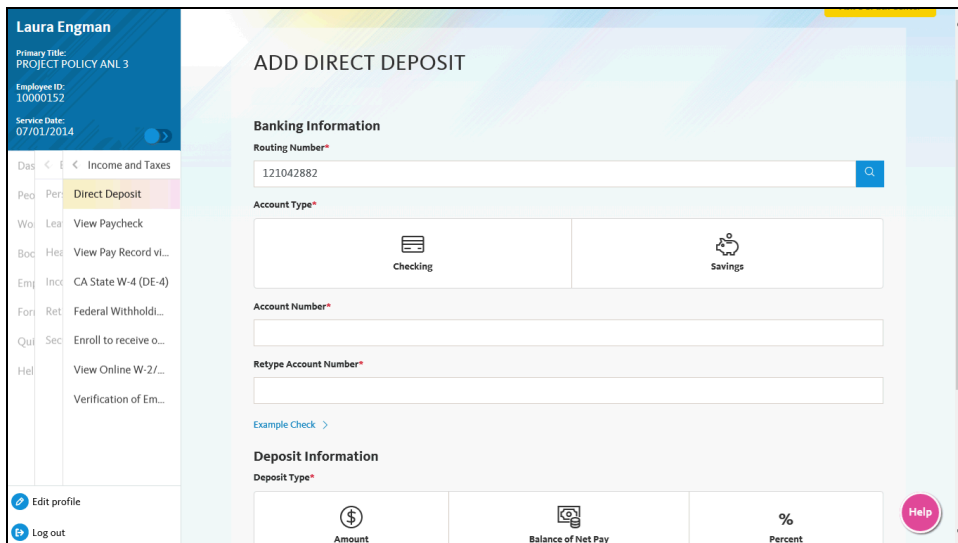
Bank ID: **121042484**  
Bank Name: PACIFIC COAST BANKERS BANK  
Address Line 1: 1676 N CALIFORNIA BLVD SUITE 300  
City: WALNUT CREEK  
State: CA  
Postal Code: 94596

Bank ID: **121042882**  
Bank Name: WELLS FARGO BANK NA  
Address Line 1: MAC N9301-041  
City: MINNEAPOLIS  
State: MN  
Postal Code: 55479

Edit profile  
Log out

Help

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



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Das < < < Income and Taxes  
Peo Per **Direct Deposit**  
Woi Lea View Paycheck  
Boc Hes View Pay Record vi...  
Emy Incc CA State W-4 (DE-4)  
Fori Ret Federal Withholdi...  
Qui Sec Enroll to receive o...  
Hel View Online W-2/...  
Verification of Em...

ADD DIRECT DEPOSIT

**Banking Information**

Routing Number\*  
121042882

Account Type\*  
Checking Savings

Account Number\*  
Retype Account Number\*

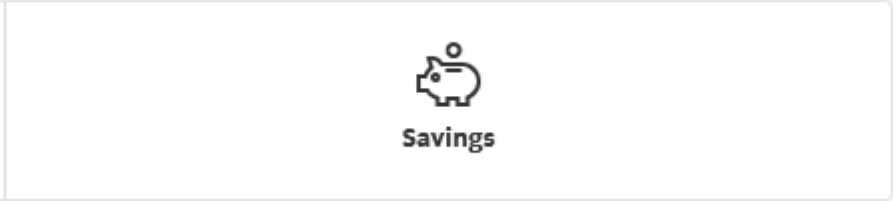
Example Check >

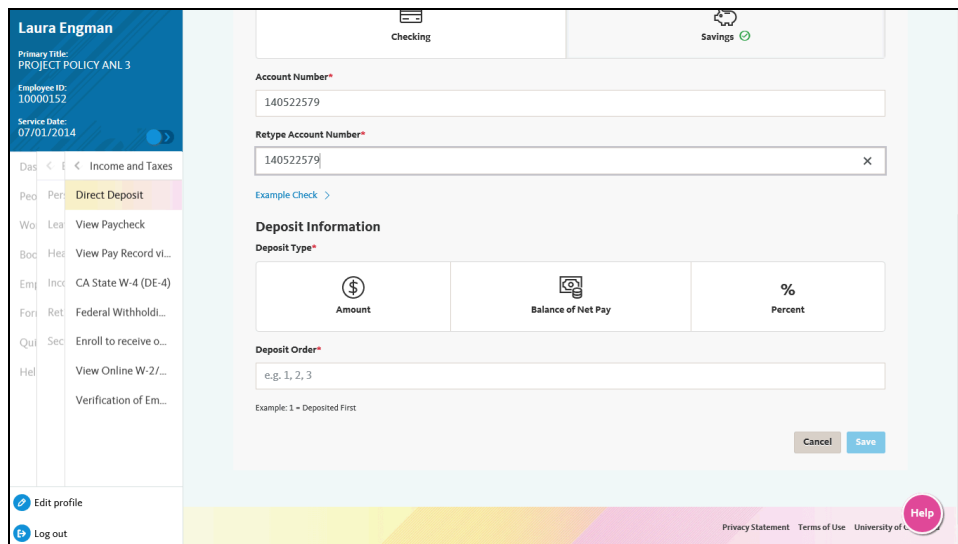
**Deposit Information**

Deposit Type\*  
Amount Balance of Net Pay Percent

Edit profile  
Log out

Help

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



**Laura Engman**  
Primary Title: PROJECT POLICY ANL 3  
Employee ID: 10000152  
Service Date: 07/01/2014

Income and Taxes  
Direct Deposit  
View Paycheck  
View Pay Record vi...  
CA State W-4 (DE-4)  
Federal Withholdi...  
Enroll to receive o...  
View Online W-2/...  
Verification of Em...

Checking Savings

Account Number\*  
140522579

Retype Account Number\*  
140522579

Example Check >

**Deposit Information**


Deposit Type\*

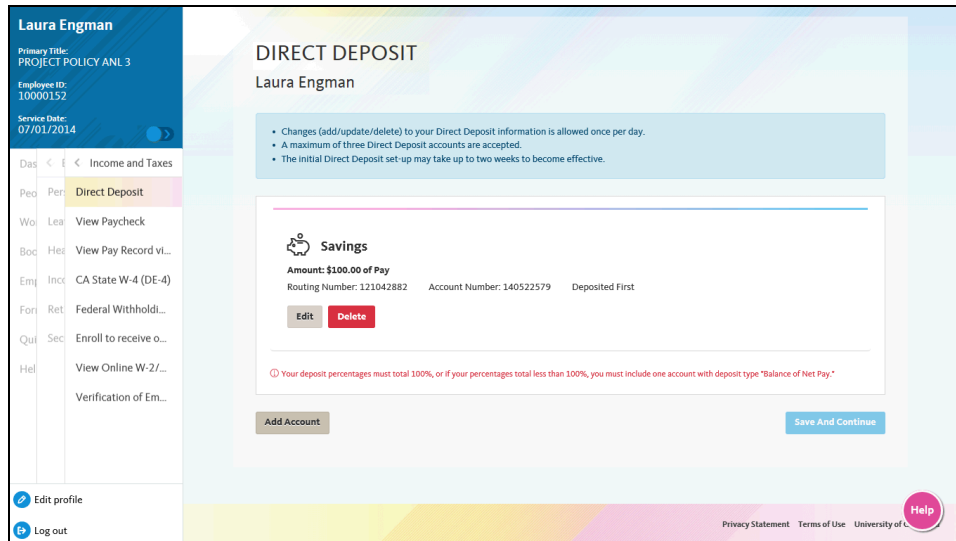
Amount Balance of Net Pay Percent

Deposit Order\*  
e.g., 1, 2, 3  
Example: 1 = Deposited First

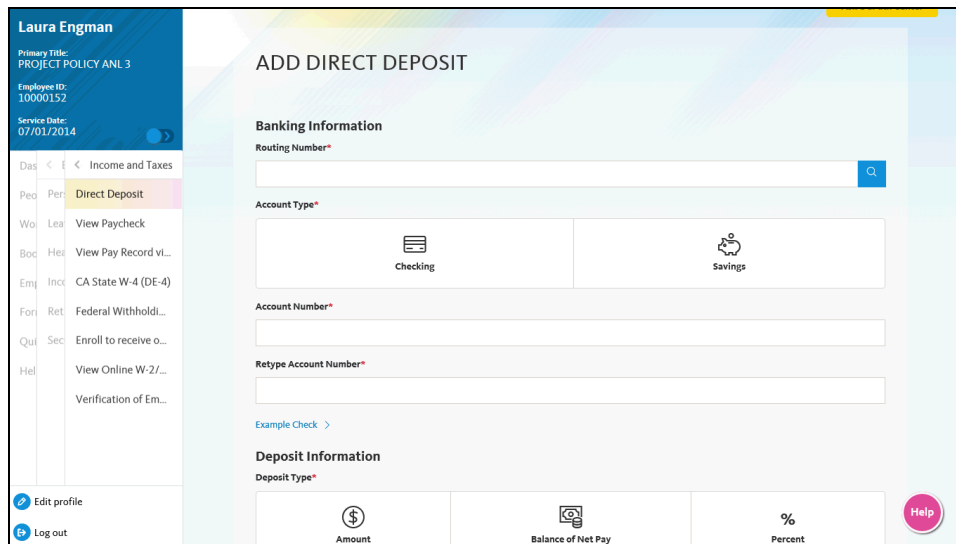
Cancel Save

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Step	Action
23.	<p>Select one of the following options:</p> <p><b>Amount:</b> Use this option if you want to specify a fixed dollar amount to be deposited to the bank account.</p> <p><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.</p> <p><b>Percent:</b> Use this option if you want to specify a percentage of pay to be deposited to the bank account.</p> <p>For this example, click the <b>Amount</b> button.</p> <div data-bbox="393 686 948 888" style="border: 1px solid #ccc; padding: 10px; text-align: center;">  <p><b>Amount</b></p> </div>
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.	<p>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.</p> <p>Click in the <b>Deposit Order</b> field.</p>
27.	<p>Enter the desired information into the <b>Deposit Order</b> field.</p> <p>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.</p> <p>For this example, enter <b>1</b>.</p>
28.	<p>Click the <b>Save</b> button.</p> <div data-bbox="393 1514 505 1575" style="border: 1px solid #ccc; padding: 5px; display: inline-block; background-color: #e91e63; color: white; text-align: center; width: 60px; height: 25px; margin-top: 10px;"> <b>Save</b> </div>




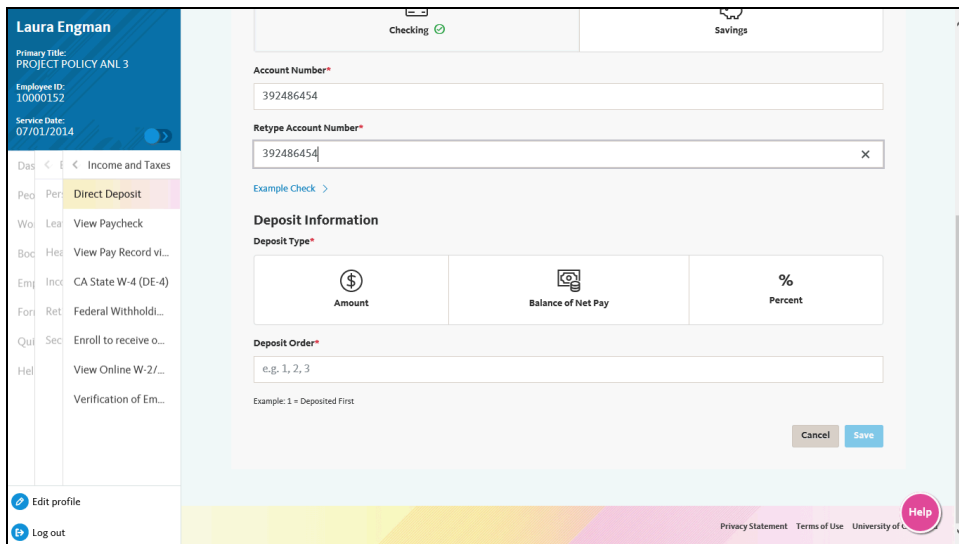
Step	Action
29.	To add a second account, click the <b>Add Account</b> button.

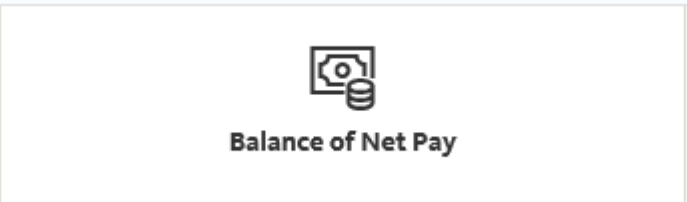


Step	Action
30.	Click in the <b>Routing Number</b> field.
31.	Enter the desired information into the <b>Routing Number</b> field. For this example, enter <b>121042882</b> .



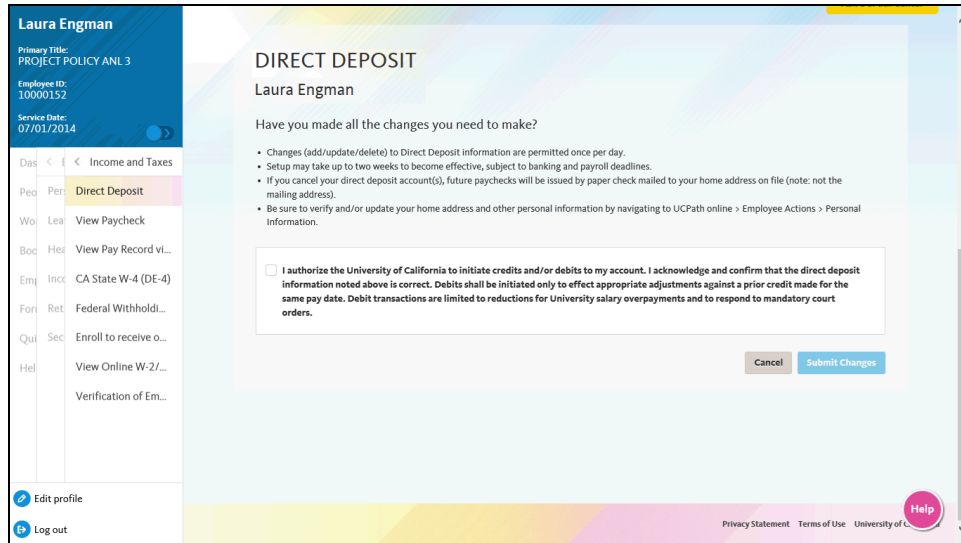
Step	Action
32.	This next account is a checking account.  Click the <b>Checking</b> button.  
33.	Click in the <b>Account Number</b> field.
34.	Enter the desired information into the <b>Account Number</b> field. For this example, enter <b>392486454</b> .
35.	Click in the <b>Retype Account Number</b>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




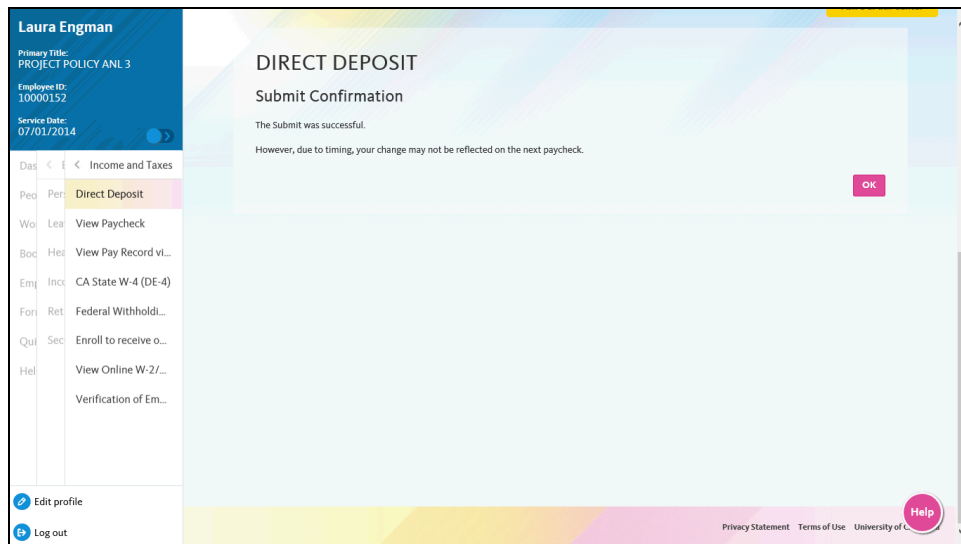
Step	Action
38.	Use the <b>Balance of Net Pay</b> option for this second account.  Click the <b>Balance of Net Pay</b> button.  


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

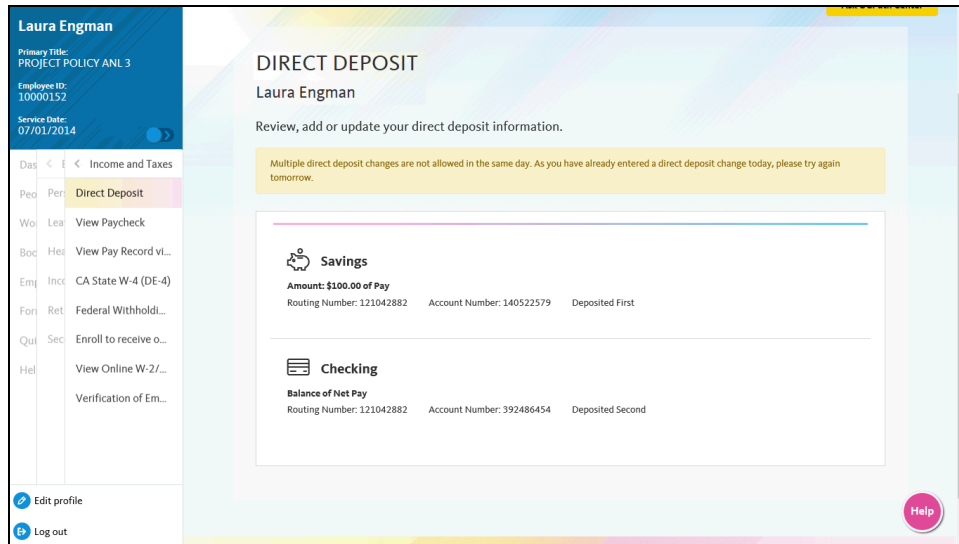
Step	Action
42.	Click the <b>Save and Continue</b> button.



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 <b>Submit Changes</b> .
45.	Click the <b>I authorize the University of California...</b> option. <input type="checkbox"/>
46.	Click the <b>Submit Changes</b> button. 



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. 



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. <b>End of Procedure.</b>