

Updating your Direct Deposit Information in UKG

Step One:

My HR > HR Actions

← HR Actions

Available Open (2) Submitted

Use this to add your direct deposit
Here's what you need to do on this page

1. Tap "+ Add" in the middle of the page
2. Skip Name
3. Skip Description
4. Pick the date you want the direct deposit change to start, it has to be the day after you cancelled the current direct deposit
5. Skip Active To (leave at Dec 31, 2099)
6. Deposit Type needs to be "Direct Deposit"
7. Choose Bank Account Type
8. Choose Calculation Method
- If you want your whole paycheck deposited into one bank account, choose "Entire/Remainder"
- For all other calculation methods, you must enter more than 1 bank account and choose "Entire/Remainder" for the last bank account entered
9. Type your bank account number twice and your routing number
10. Tap the "Save" button

Use this to change your direct deposit

Here's what you need to do on this page

1. Tap the pencil icon next to the direct deposit you want to cancel
2. In "Active To", pick the date you want the direct deposit to end
3. Tap the "Save" Button

Then follow the steps above to add your new direct deposit account.

Search Actions

1 Open

Start

Go to the top left menu icon and select **My Info > My HR > HR Actions > Available > Update: Direct Deposit > Start**

Step Two:

← Update: Direct Deposit

Effective From *

06/19/2024

Save

Submit

Direct Deposit Information

Direct Deposits

Active Accounts ▾

1 Direct Deposit (Active)

Bank Account Type	Checking	ABA # / Bank Routing #	[Redacted]	Account Number	[Redacted]
Calculation Method	Entire/Remainder	Active From	Dec 31, 1900	Active To	Dec 31, 9999
Account Status	Active	Last Payroll	[Redacted]	Month To Date	[Redacted]
Quarter To Date	[Redacted]	Year To Date	[Redacted]	Documents	0/2

Upload Documents

Upload Document

Name	Document Type	Uploaded On	Uploaded By	Expiration Date	Actions
No Data to Display					

Option 1: If you are needing to delete your current active direct deposit information, you **must** click on the green circled pencil icon and inactivate your current one first. Please change the **Active To** date to today's date. Once you hit save, it will inactivate that account and you can now click on the purple circled **+Add** button and enter your new direct deposit information into UKG.

Option 2: If you are just wanting to add an additional bank account to your direct deposit information and also keep your current one on file, all you need to do is hit the purple circled **+Add** button off to the right.

Step Three:

My HR > HR Actions

← Update: Direct Deposit

Effective From * 06/19/2024

Save Submit

Direct Deposit Information

Direct Deposits

Active Accounts ▾ + Add

1 Direct Deposit (Active) ✎

Bank Account Type	Checking	ABA # / Bank Routing #	<u> </u>	Account Number	<u> </u>
Calculation Method	Entire/Remainder	Active From	Dec 31, 1900	Active To	Dec 31, 9999
Account Status	Active	Last Payroll	<u> </u>	Month To Date	<u> </u>
Quarter To Date	<u> </u>	Year To Date	<u> </u>	Documents	<u> </u> X

Upload Documents

Name	Document Type	Uploaded On	Uploaded By	Expiration Date	Actions
No Data to Display					<u> </u> Upload Document

Once you have added your new direct deposit information, you **MUST** upload either a copy of a voided check or a bank statement/letter that has your routing and account number on it. **You cannot make any changes to your direct deposit information unless you upload this documentation.**

You **MUST** upload the documentation at the bottom of the page where it's circled in green. If you upload it where it's underlined in black, it will **NOT** work this way.

Step Four:

My HR > HR Actions

← Update: Direct Deposit

Effective From * 06/19/2024

Save Submit

Direct Deposit Information

Direct Deposits

Active Accounts ▾ + Add

1 Direct Deposit (Active) ✎

Bank Account Type	Checking	ABA # / Bank Routing #	<u> </u>	Account Number	<u> </u>
Calculation Method	Entire/Remainder	Active From	Dec 31, 1900	Active To	Dec 31, 9999
Account Status	Active	Last Payroll	<u> </u>	Month To Date	<u> </u>
Quarter To Date	<u> </u>	Year To Date	<u> </u>	Documents	<u> </u> X

Upload Documents

Name	Document Type	Uploaded On	Uploaded By	Expiration Date	Actions
No Data to Display					<u> </u> Upload Document

Once you have added your documentation, **YOU MUST HIT THE SUBMIT BUTTON** at the top right in order for it to process correctly. **If you hit the save instead of submit, it will not go through.**

Questions regarding direct deposit changes can be directed to HR at HResources@hacap.org