

Making changes to direct deposit in UKG

To add or make changes to your direct deposit, you can do this in UKG.

Go to the top left menu icon and select My Info > My HR > HR Actions > Add/Change Direct Deposit.

Please enter your direct deposit information and also include documentation of either a voided check or a bank statement/letter that shows your routing and account number on it.

Questions regarding direct deposit changes can be directed to HR Coordinator, Alivia Klein at aklein@hacap.org.

Adding New Direct Deposit in UKG

Please log into UKG and follow these instructions.

My Info > My HR > HR Actions > Open > Update: Direct Deposit

Below is a screenshot of what you need to do. You first need to click on the pencil icon with your already active direct deposit. You need to put an end date to this direct deposit so it inactivates this account.

Once you do that then you need to click on the +Add icon in order to put in your new direct deposit information. Once you have that completed, you MUST hit the submit button at the top right in order for it to go through to HR to have us approve it.

Questions regarding direct deposit changes can be directed to HR Coordinator, Alivia Klein at aklein@hacap.org.

MyHR > HR Actions

← **Update: Direct Deposit**

2. Tap the "Update" button with the direct deposit information
3. Tap the "Save" Button
Then follow the steps above to add your new direct deposit account.

Effective From *

02/21/2024

Save Submit

Direct Deposit Information

Direct Deposits

Active Accounts ▼

1 Direct Deposit (Active)

Bank Account Type	Checking	ABA # / Bank Routing #	073911870	Account Number	***7114
Calculation Method	Entire/Remainder	Active From	Dec 31, 1900	Active To	Dec 31, 9999
Account Status	Active	Last Payroll	\$1,410.04	Month To Date	\$2,820.09
Quarter To Date	\$5,704.26	Year To Date	\$5,704.26		

Upload Documents

+ Add

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