

Use this task to add or delete direct deposit information on the UCPATH Portal.

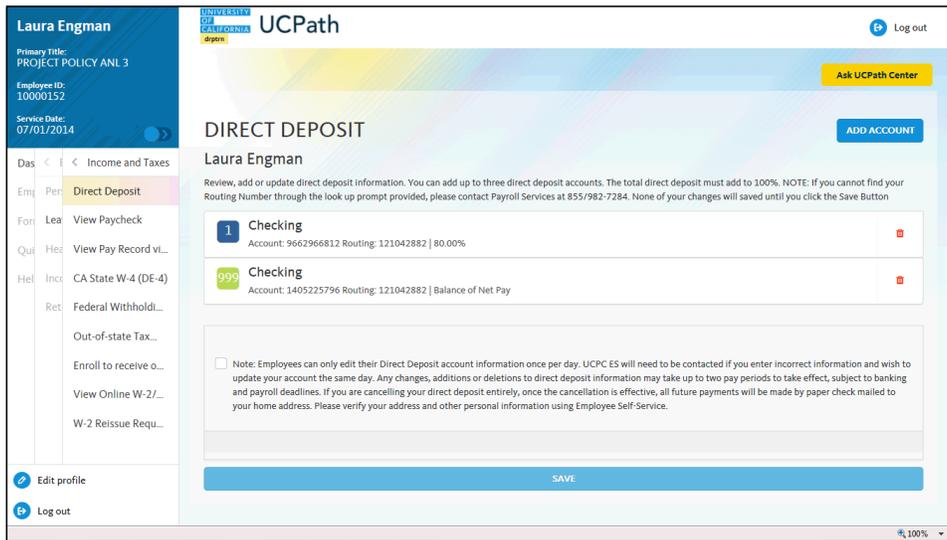
Dashboard Navigation:

Income and Taxes > **Direct Deposit**

or

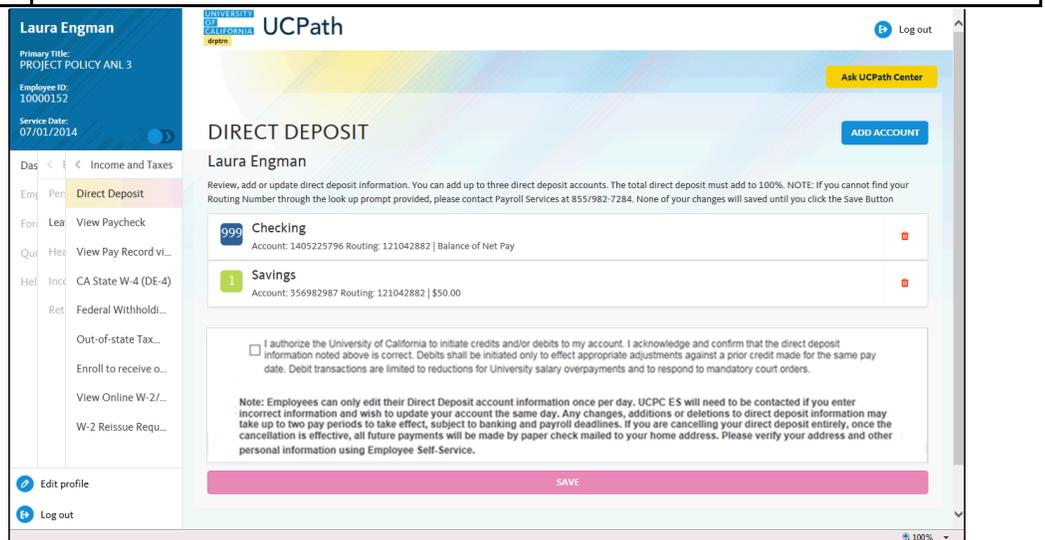
Menu Navigation:

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



Step	Action
1.	The Direct Deposit page displays all of your direct deposits.
2.	Click the Add Account button. 
3.	Click the button to the right of the Deposit Type field. 
4.	Select one of the following options: Amount: Use this option if you want to specify a fixed dollar amount to be deposited to the bank account. Balance of Net Pay: Use this option if you want the remaining net pay amount (after all other deposit types have been distributed) deposited to the bank account. Percent: Use this option if you want to specify a percentage of pay to be deposited to the bank account.
5.	If you select the Deposit Type of either Amount or Percent , you must enter the appropriate value in the Amount or Percent field. Click in the Amount or Percent field. Enter the desired information into the Amount or Percent field.

Step	Action
6.	<p>The Deposit Order 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>Enter the desired information into the Deposit Order field.</p>
7.	<p>Click the Return to Direct Deposit button.</p> 



Step	Action
8.	<p>You can add/update your direct deposit only once per day. This means you can click the Save button only once per day. Make all direct deposit changes, deletions and additions before you save.</p> <p>Click the check box to allow UC to credit and/or debit your account(s). <input type="checkbox"/></p>
9.	<p>Click the Save button.</p>
10.	<p>Direct deposit additions must be validated with the bank you specified for the deposit. The pre-note process with the bank may take up to 10 days.</p> <p>Click the OK button.</p>  <p>You have added or deleted direct deposit information in the UCPath Portal.</p>