Use this task to update your direct deposit information in UCPath.

Dashboard Navigation:
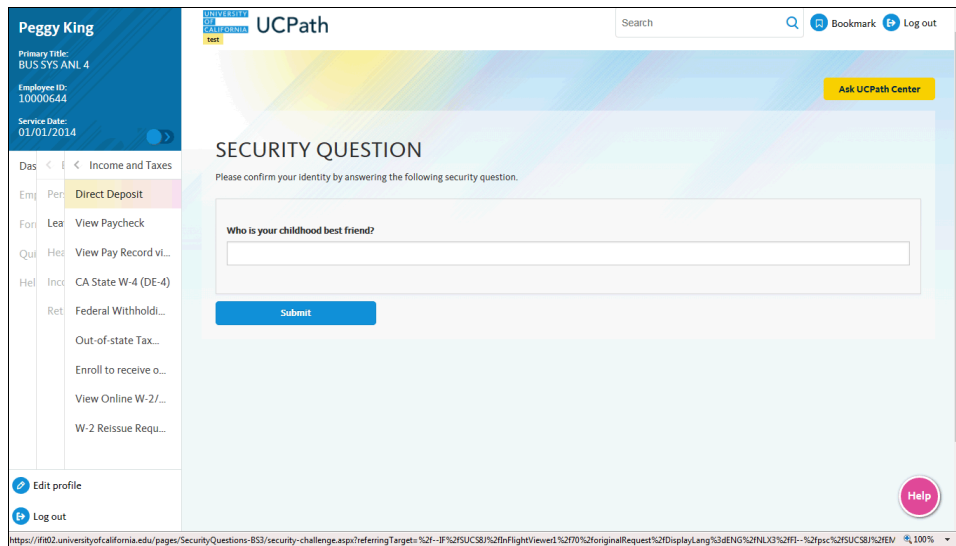Income and Taxes > **Direct Deposit**
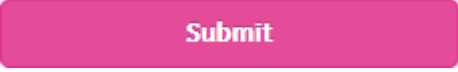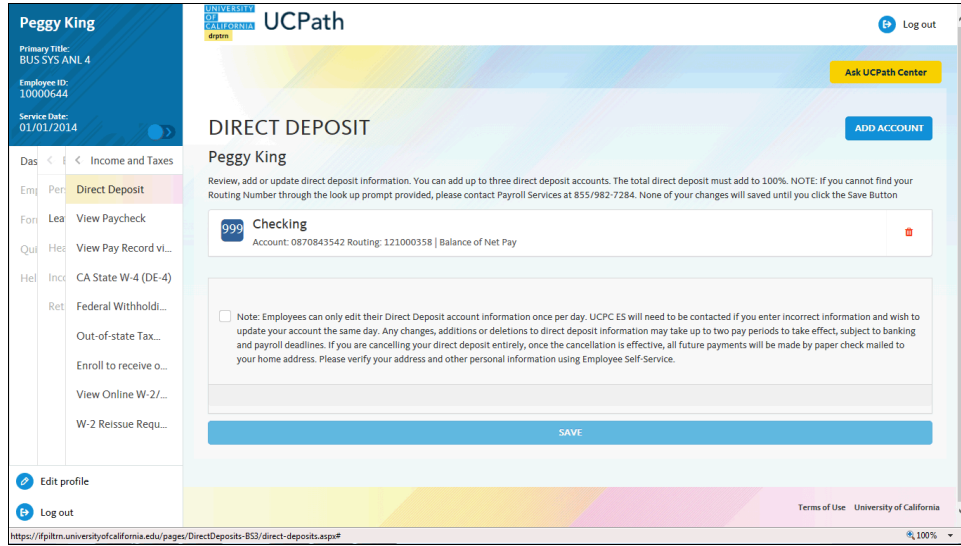*or*
Menu Navigation:
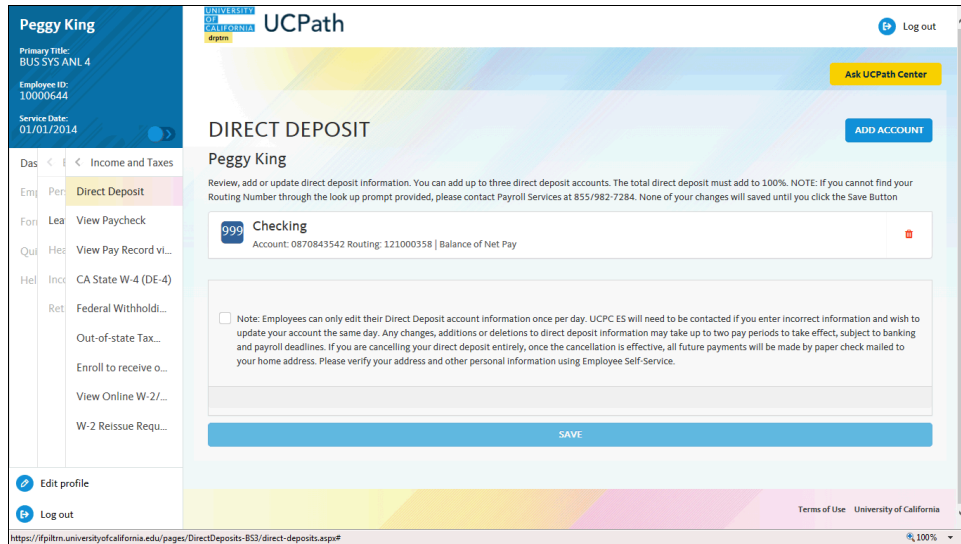Employee Actions > Income and Taxes > **Direct Deposit**

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.
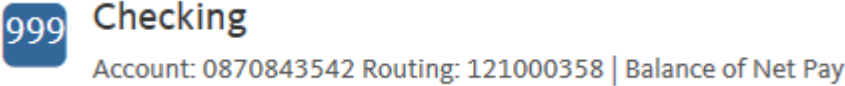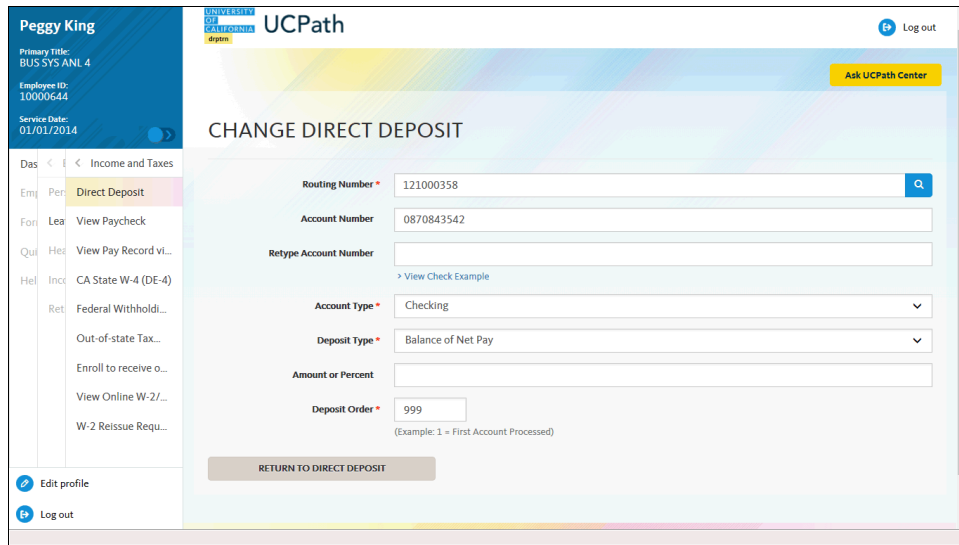

Step	Action
1.	Before you change your direct deposit information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the **Security Question** field. For this example click in the **Who is your childhood best friend?** field.
2.	Enter the desired information into the **Security Question** field. For this example, enter **Molly**.
3.	Your answer appears as a series of dots. Click the **Submit** button.

Step	Action
4.	If you answer the question correctly, UCPath displays the **Direct Deposit** page, and you can make your changes. If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the **Security Questions Setup** 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
5.	The **Direct Deposit** page displays all of your direct deposits. In this example, change the bank account on your direct deposit checking account. Click the **Direct Deposit Account** link. **999** **Checking** Account: 0870843542 Routing: 121000358 | Balance of Net Pay

Peggy King

Primary Title:
BUS SYS ANL 4

Employee ID:
10000644

Service Date:
01/01/2014

UCPath
drptm

Log out

Ask UCPath Center

CHANGE DIRECT DEPOSIT

Income and Taxes	Routing Number *	121000358
Direct Deposit	Account Number	0870843542
View Paycheck	Retype Account Number	
View Pay Record vi...		> View Check Example
CA State W-4 (DE-4)	Account Type *	Checking
Federal Withholdi...	Deposit Type *	Balance of Net Pay
Out-of-state Tax...	Amount or Percent	
Enroll to receive o...		
View Online W-2/...	Deposit Order *	999
W-2 Reissue Requ...		(Example: 1 = First Account Processed)

RETURN TO DIRECT DEPOSIT

Edit profile

Log out

Step	Action
6.	To help locate the **Routing Number** and **Account Number** on your check, click the **View Check Example** link. > View Check Example

Step	Action
7.	After reviewing the check example, click the **View Check Example** link to close the example. ˅ View Check Example

Step	Action
8.	Use the **Routing Number** field to update the bank routing number details. Click the **Routing Number** button. 🔍

Step	Action
9.	A list of known routing numbers is available in the system.
	Click in the **begins with** field.
10.	Enter the desired information into the **begins with** field. For this example, enter part of the routing number, enter **121042**.
11.	Click the **Look Up** button.

Step	Action
12.	In this example, find the Wells Fargo Bank.

Click the **121042882** button.

121042882 |

Step	Action
13.	Click in the **Account Number** field.

0870843542 |
14.	Press **[Delete]**.
15.	Enter the new account number in the **Account Number** field. For this example, enter **9871234654**.
16.	Click in the **Retype Account Number** field.
17.	Re-enter your new account number in the **Retype Account Number** field. For this example, enter **9871234654**.
18.	If you are changing your account type, click the button to the right of the **Account Type** field and select a different account type.

In this example, the account type is not changing. |
| 19. | Click the button to the right of the **Deposit Type** field.

⌄ |

Step	Action
20.	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. For this example, click the **Balance of Net Pay** list item.
21.	If you select the **Deposit Type** of either **Amount** or **Percent,** you must enter the appropriate value in the **Amount or Percent** field.
22.	The **Deposit Order** field indicates the order in which pay is distributed to bank accounts if you have multiple direct deposit accounts. The lower the number, the higher the priority. Balance of net pay accounts should have the highest deposit order of 999.

Step	Action
23.	Click the **Return to Direct Deposit** button. **RETURN TO DIRECT DEPOSIT**

Step	Action
24.	You can add/update your direct deposit only once per day. Make all direct deposit changes, deletions and additions before you save. Click the check box to allow UC to credit and/or debit your account(s).

Step	Action
25.	Click the **Save** button.

Step	Action
26.	You have updated your direct deposit information in UCPath online. A confirmation email is sent to the primary email address on your account. You can identify your primary email address under Employee Actions > Personal Information > **Personal Information Summary**. **End of Procedure.**