

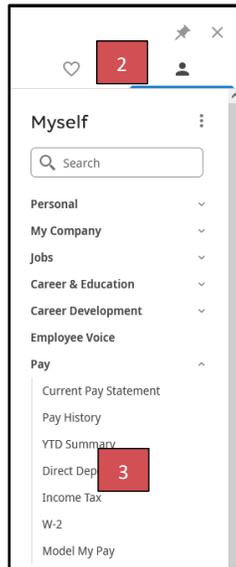
## Direct Deposit (Web)

Setting up a direct deposit will allow employees to receive pay directly into their bank account. Direct deposit is a safe and efficient way to receive payment. The document below provides instructions on how to add a new bank account, change an existing account, or remove/delete an existing bank account that has been closed. Please note that all changes to direct deposit must be submitted by Sunday 9 pm local time, the date after the end of the pay period.

### Adding a new direct deposit account

Upon logging in to UKG Pro, the UKG dashboard will appear.

1. Navigate to **Menu** on the left – side of the UKG dashboard.
2. From the menu, select **Myself**.
3. Select Pay > **Direct Deposit**.



4. Select **Add**.
5. Enter in the bank account information. Below is an example of where to locate the routing and account numbers on your check.
6. Select **Save**.



## Direct Deposit (Web)

**Direct Deposit Detail**

Description:   
e.g., "My College Fund"

Bank description:

Routing number:

Account number:

Account type:

Status: Active

\*Amount

Flat amount

Percent amount

Available balance

save reset cancel print help

2-3

YOUR NAME 123  
1234 Main Street  
Anywhere, OH 00000

DATE

PAY TO THE ORDER OF \$

DOLLARS

⑆044072324⑆ ⑆000123456789⑆ ⑆123⑆

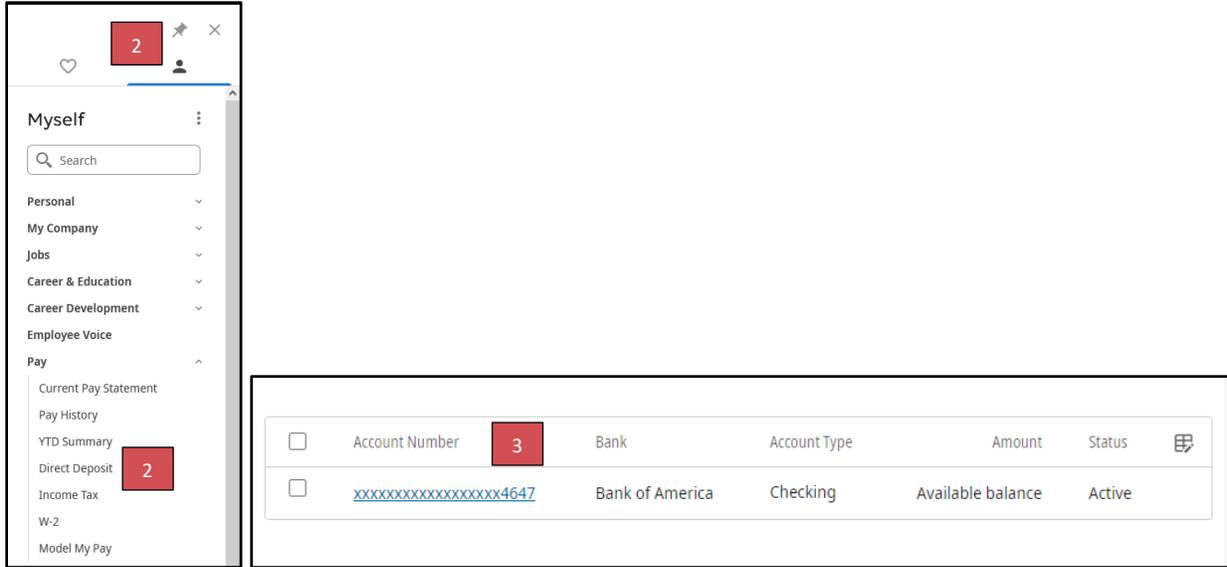
ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

### Adding additional direct deposit accounts

UKG Pro allows you to send funds to multiple bank accounts. To accomplish this, you must follow the instructions below to edit your existing bank account information.

1. Navigate to **Menu** in the bottom of the toolbar.
2. Select Pay > **Direct Deposits**
3. Select the existing direct deposit account to edit.
4. Change the **Amount** to either **Flat Amount** or **Percent**.
5. Enter in the amount or percentage.
  - a. If you elect percentage, the total percentage must equal 100% to avoid a live check to be remitted for any unallocated funds.
  - b. If you elect flat amount, at least one account must have Remaining Amount selected.
6. Click on **Save**.
7. Click on the blue add icon to enter another bank account.
8. Enter the bank account information and select the **amount of flat amount, percent amount, or available balance**.
9. Click on **Save**.

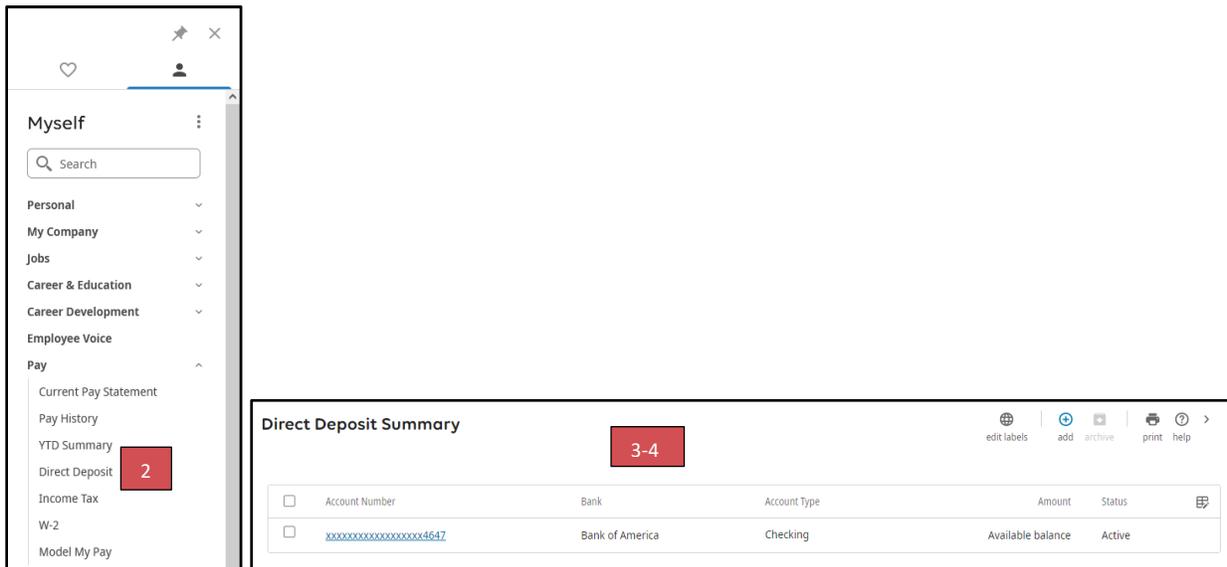
# Direct Deposit (Web)



## Archive an existing direct deposit account

UKG Pro allows you to remove an existing bank account that is no longer active. To accomplish this, you must follow the instructions below to remove/delete the existing bank account.

1. Navigate to **Menu** in the bottom of the toolbar.
2. Select **Pay > Direct Deposits**.
3. Click the box of the existing direct deposit account.
4. Click on the **archive** in the top right – hand corner.
5. Click **OK** on the message of **Would you like to archive the selected record(s)?**.



## Direct Deposit (Web)

