

## Direct Deposit (Web)

Setting up direct deposit allows employees to receive pay directly into their bank account. It is a safe and efficient way to receive payment.

This guide provides step-by-step instructions to help employees:

- Add a new bank account for direct deposit
- Change an existing account to update payment details
- Remove or delete a closed account to keep records accurate

⚠ Important Deadline: All changes must be submitted by Sunday at 9 pm local time, the date after the end of the pay period.

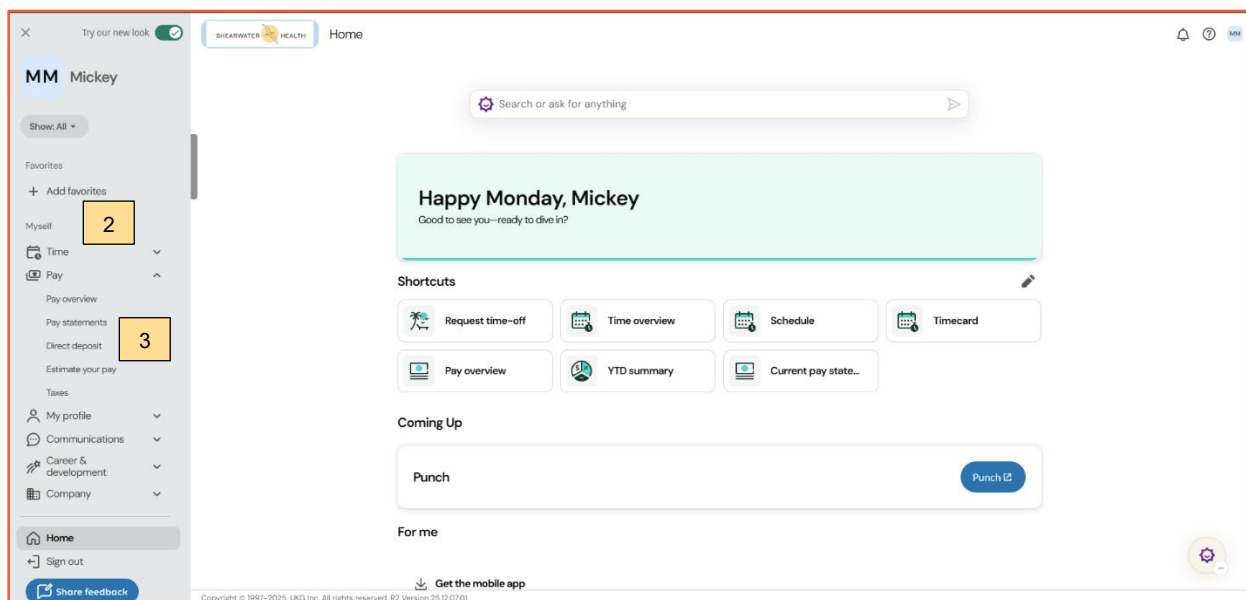
By following these instructions, employees can successfully manage their direct deposit accounts in UKG Pro, ensuring timely and secure payroll processing.

### Instructions:

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, scroll down to **Myself**.
3. Select Pay > **Direct Deposit**.



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

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## Direct Deposit Summary

[Learn more about PayPal Direct Deposit](#)

<input type="checkbox"/>	Account Number	Description	Bank	Account Type	Amount	Status
<input type="checkbox"/>	xxxxxxxxxxxxxxxxxxxx2663	Checking	Regions	Checking	Available balance	Active

### Things I can do

For this page

- [Add Direct Deposit](#)
- [Change Pay Statement Preference](#)

For this tab set

- [Add/Change Withholding Form \(W-4\)](#)
- [Change Paperless Preferences](#)

### Learning resources

- [Pay Resources for Employees](#)

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## Direct Deposit Detail

[How does PayPal Direct Deposit work?](#)

**You have an account set up as available balance**

- Only one account can be set to use the available balance.

Description

e.g. "My College Fund"

Bank description

Routing number

Account number

Account type

Status

\*Amount

☒ Flat Amount

☐ Percent amount

☐ Available balance

### Things I can do

For this tab set

- [Add Direct Deposit](#)
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YOUR NAME  
1234 Main Street  
Anywhere, OH 00000

DATE

PAY TO THE ORDER OF

\$

DOLLARS

044072324
ACCOUNT NUMBER

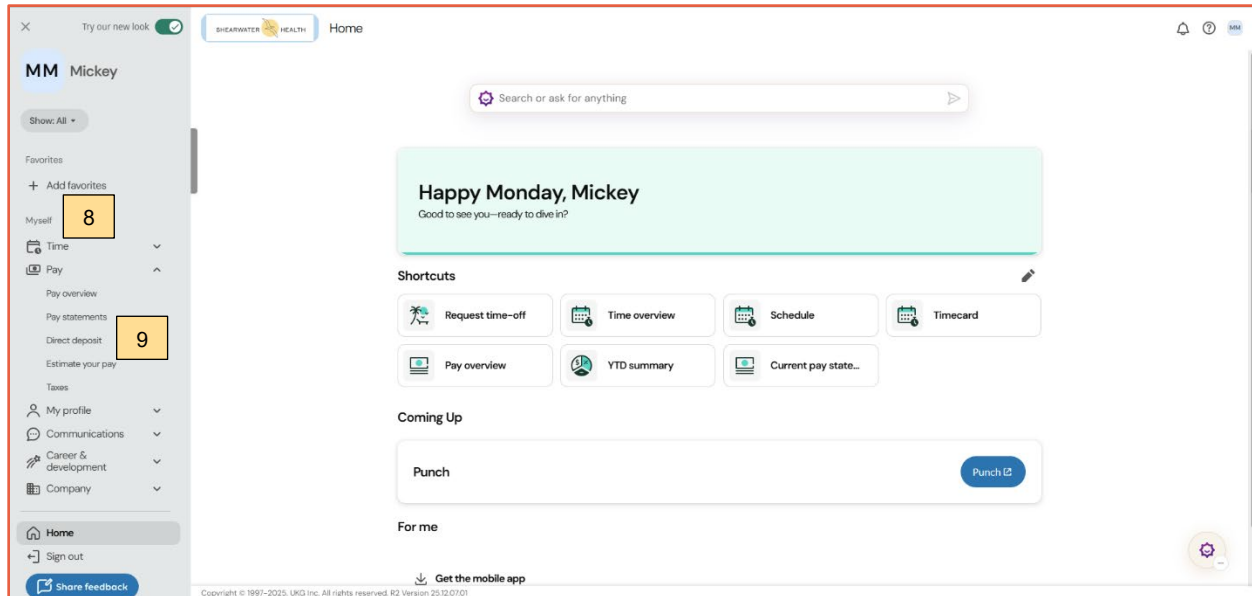
000123456789
CHECK NUMBER

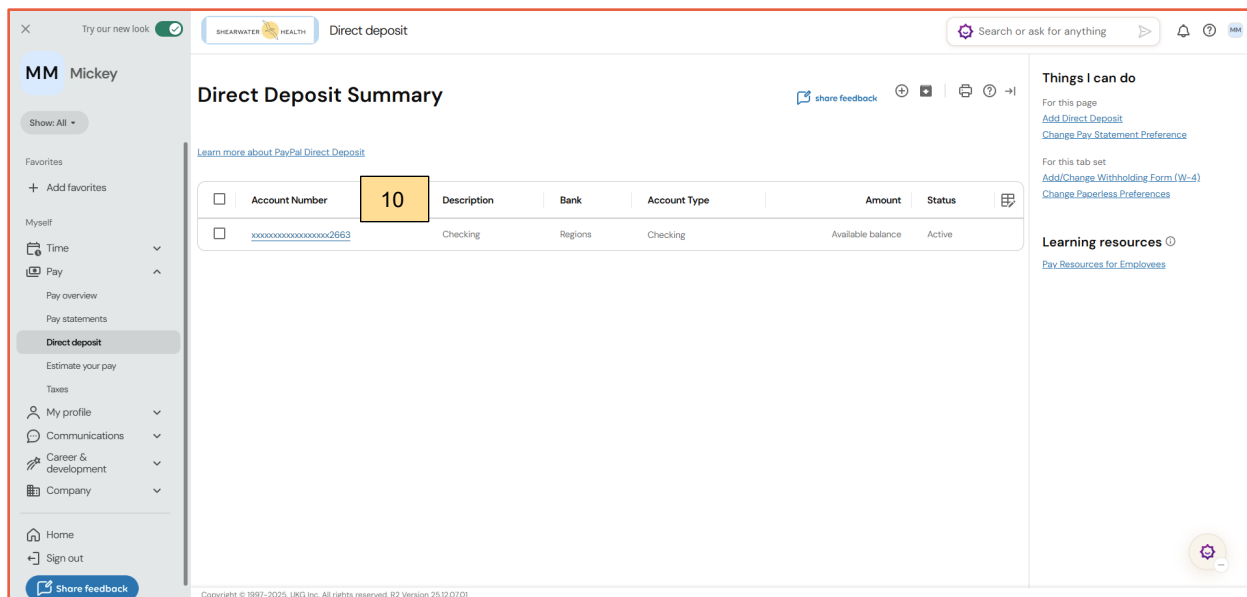
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## Adding additional direct deposit accounts

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.

7. Navigate to **Menu** on the left – side of the UKG dashboard.
8. From the menu, scroll down **Myself**.
9. Select Pay > **Direct Deposit**.
10. Select the existing direct deposit account to edit.
11. Change the **Amount** to either **Flat Amount** or **Percent**.
12. 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.
13. Click **Save**.
14. Click on “+” icon to enter another bank account.
15. Enter the bank account information and select the **amount of flat amount, percent amount, or available balance**.
16. Click **Save**.





**Direct Deposit Summary**

[Learn more about PayPal Direct Deposit](#)

<input type="checkbox"/>	Account Number	Description	Bank	Account Type	Amount	Status
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**Things I can do**

For this page  
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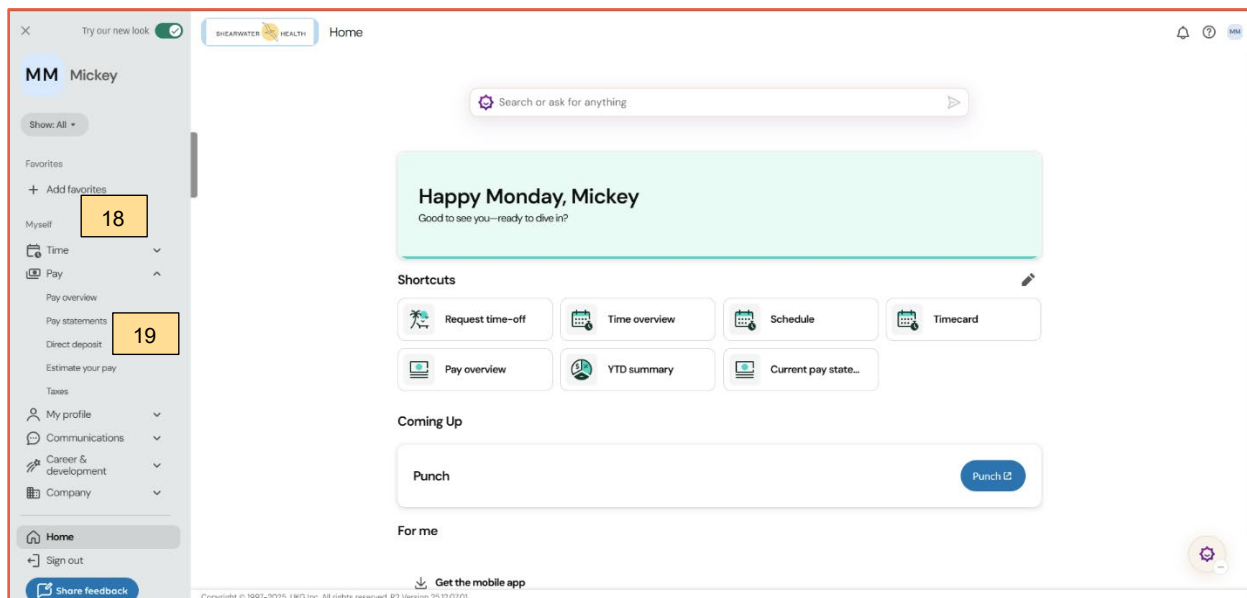
**Learning resources** ⓘ  
[Pay Resources for Employees](#)

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## 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.

17. Navigate to **Menu** on the left – side of the UKG dashboard.
18. From the menu, scroll down **Myself**.
19. Select Pay > **Direct Deposit**.
20. Click the box of the existing direct deposit account.
21. Click on the **archive** in the top right – hand corner.
22. Click **OK** on the message of **Would you like to archive the selected record (s)?**.



**Happy Monday, Mickey**  
Good to see you—ready to dive in?

**Shortcuts**

- Request time-off
- Time overview
- Schedule
- Timecard
- Pay overview
- YTD summary
- Current pay state...

**Coming Up**

**Punch** [Punch](#)

**For me**

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