

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.

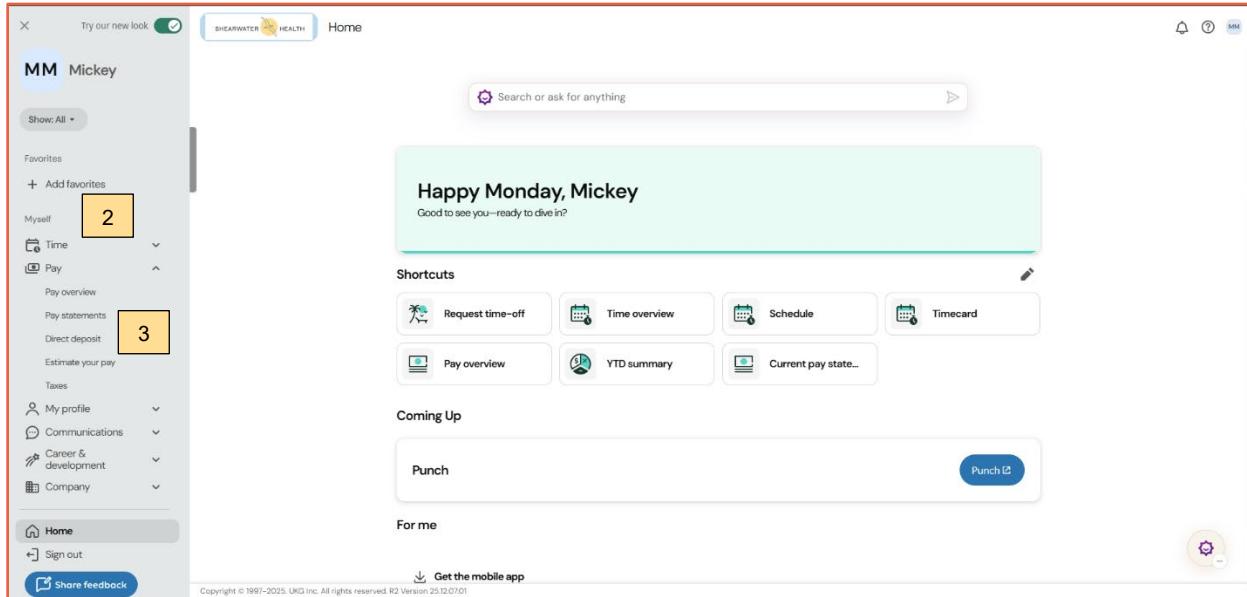
By following these instructions, employees can successfully manage their direct deposit accounts in UKG Pro, ensuring timely and secure payroll processing.

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**.



The screenshot shows the UKG Pro dashboard for an employee named Mickey. The left sidebar (Menu) is open, showing the following structure:

- Favorites
 - + Add favorites
 - Myself (highlighted with a yellow box labeled '2')
 - Time
 - Pay (highlighted with a yellow box labeled '3')
 - Pay overview
 - Pay statements
 - Direct deposit
 - Estimate your pay
 - Taxes
- My profile
- Communications
- Career & development
- Company

The main content area displays a greeting: "Happy Monday, Mickey" with the subtext "Good to see you—ready to dive in?". Below this are "Shortcuts" and "Coming Up" sections. The "Pay" section in the sidebar is highlighted with a yellow box labeled '3'.

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

Account Number	Description	Bank	Account Type	Amount	Status
xxxxxx000000000000002663	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

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 Active

Amount

Flat Amount

Percent amount

Available balance

Things I can do

For this tab set

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YOUR NAME
1234 Main Street
Anywhere, OH 00000

DATE 123

PAY TO THE
ORDER OF

\$ DOLLARS

ROUTING NUMBER 044072324

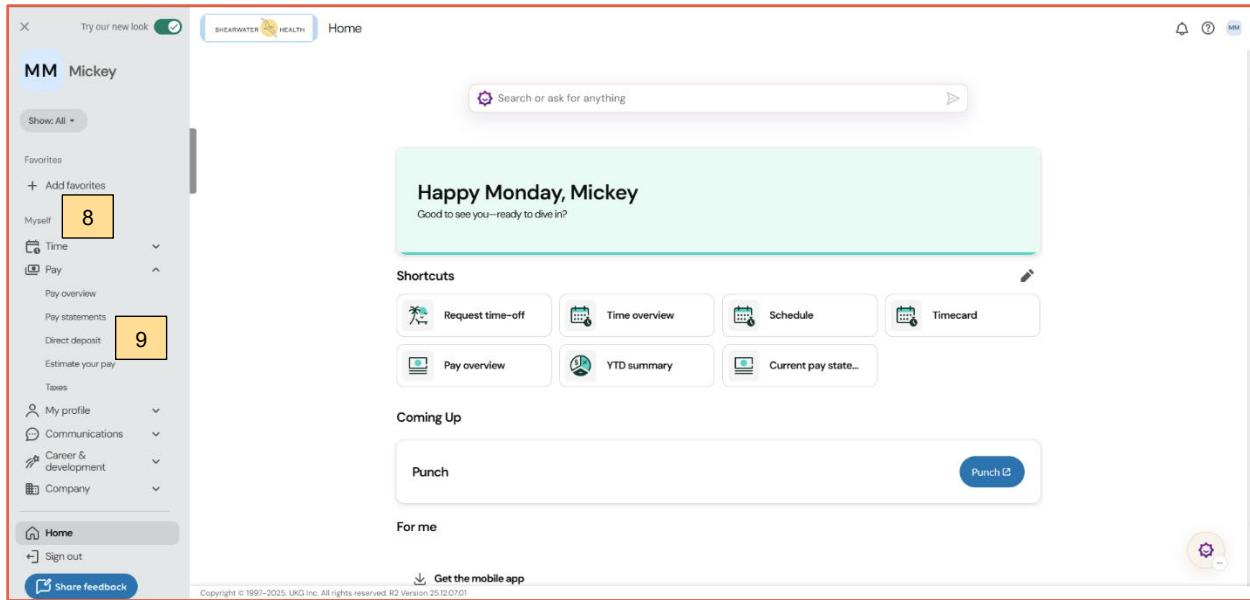
ACCOUNT NUMBER 000123456789

CHECK NUMBER 123

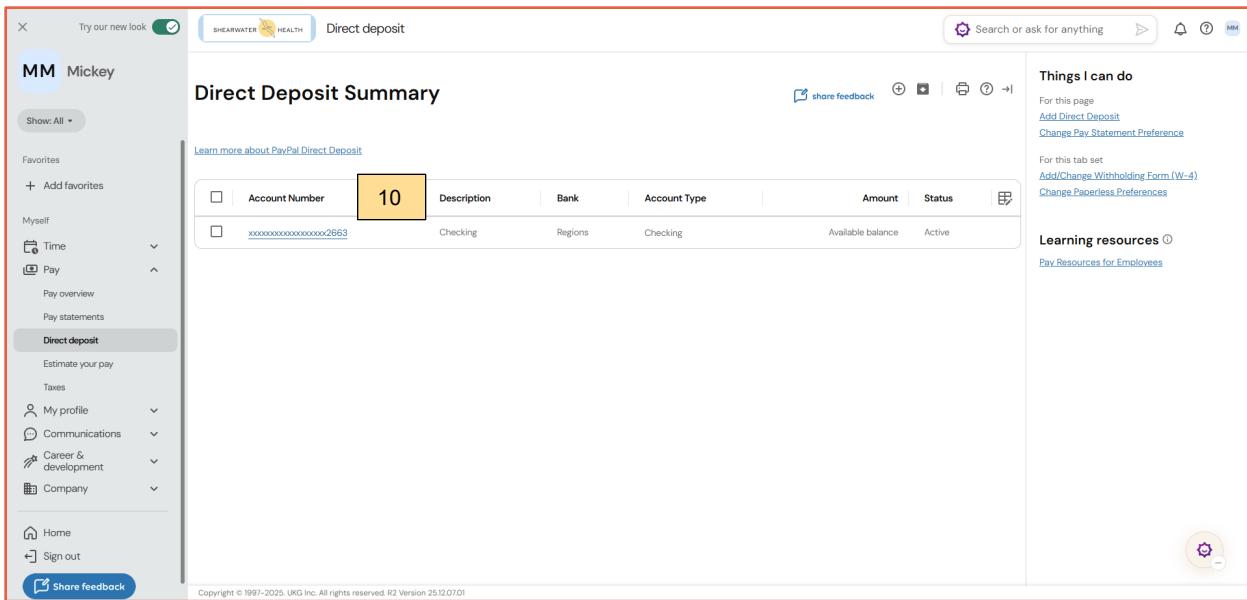
Adding additional direct deposit accounts

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**.



The screenshot shows the UKG Pro dashboard. On the left, there is a sidebar with a list of menu items. The 'Direct deposit' item is highlighted with a yellow box and the number '9' is overlaid on it. The main content area displays a 'Happy Monday, Mickey' message and various dashboard tiles for 'Shortcuts' (Request time-off, Time overview, Schedule, Timecard, Pay overview, YTD summary, Current pay state...) and 'Coming Up' (Punch). The bottom of the screen shows a footer with a 'Share feedback' button and a 'Get the mobile app' link.



Direct Deposit Summary

Learn more about PayPal Direct Deposit

Account Number	Description	Bank	Account Type	Amount	Status
xxxxxxxxxxxxxxxxxxxxxx2663	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

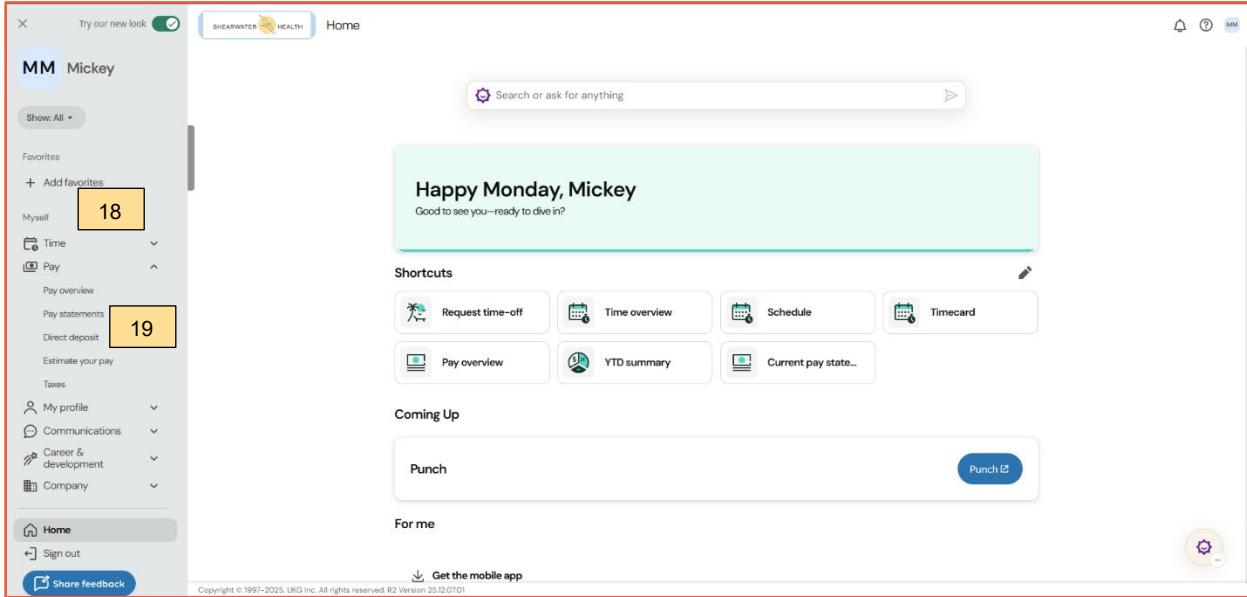
Learning resources

Pay Resources for Employees

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

For me

Get the mobile app

X Try our new look

MM Mickey

Show: All

Favorites

+ Add favorites

Myself

Time

Pay

Pay overview

Pay statements

Direct deposit

Estimate your pay

Taxes

My profile

Communications

Career & development

Company

Home

Sign out

Share feedback

Direct deposit

Direct Deposit Summary

[Learn more about PayPal Direct Deposit](#)

Account Number	Description	Bank	Account Type	Amount	Status	Edit
<input checked="" type="checkbox"/> xxxxxxxxxxxxxxxxxxxx2663	20	Checking	Regions	Checking	Available balance	Active

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Search or ask for anything

Share feedback

MM

Things I can do

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