

## Direct Deposit (App)

Direct deposit allows employees to receive their pay safely and efficiently directly into their bank account. This guide provides step-by-step instructions for managing direct deposit accounts in the UKG Pro mobile app, including how to:

- Add a new bank account
- Change an existing account
- Remove or delete a closed account

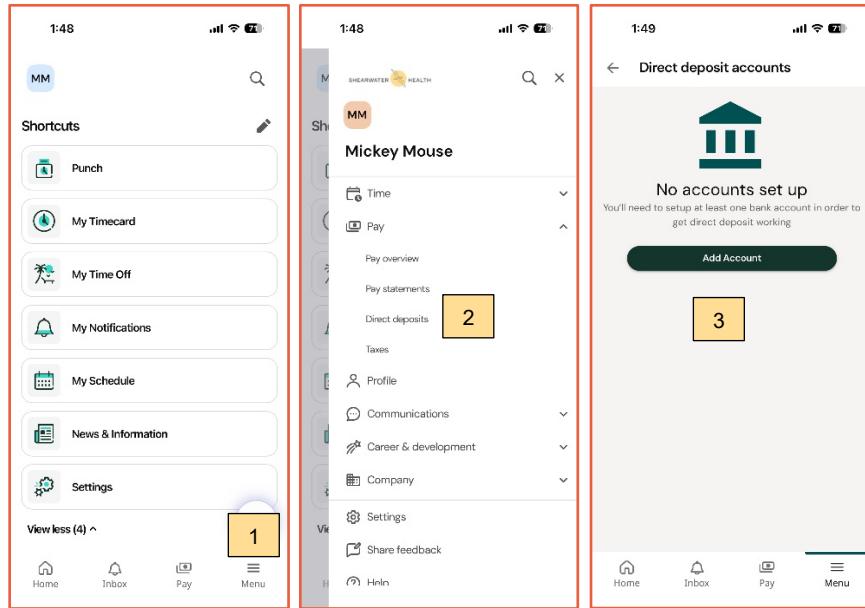
**⚠ Important Deadline:** All changes must be submitted by Sunday at 9:00 pm local time, the date after the end of the pay period.

### Instructions:

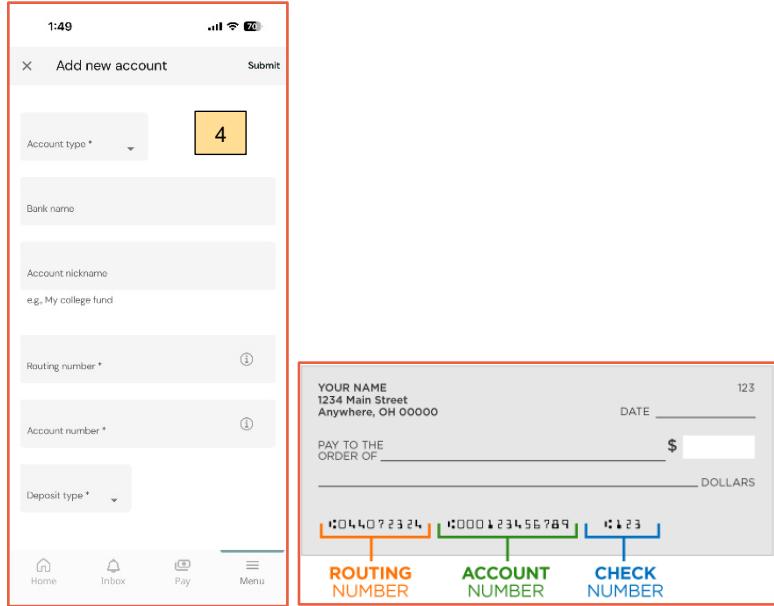
Adding a new direct deposit account

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

1. Navigate to **Menu** in the bottom of the toolbar.
2. Select **Pay > Direct Deposits**.
3. Click on **Add Account**.



4. Enter the bank account information. Below is an example of where to locate the routing and account numbers on your check.
5. Click on **Submit**.

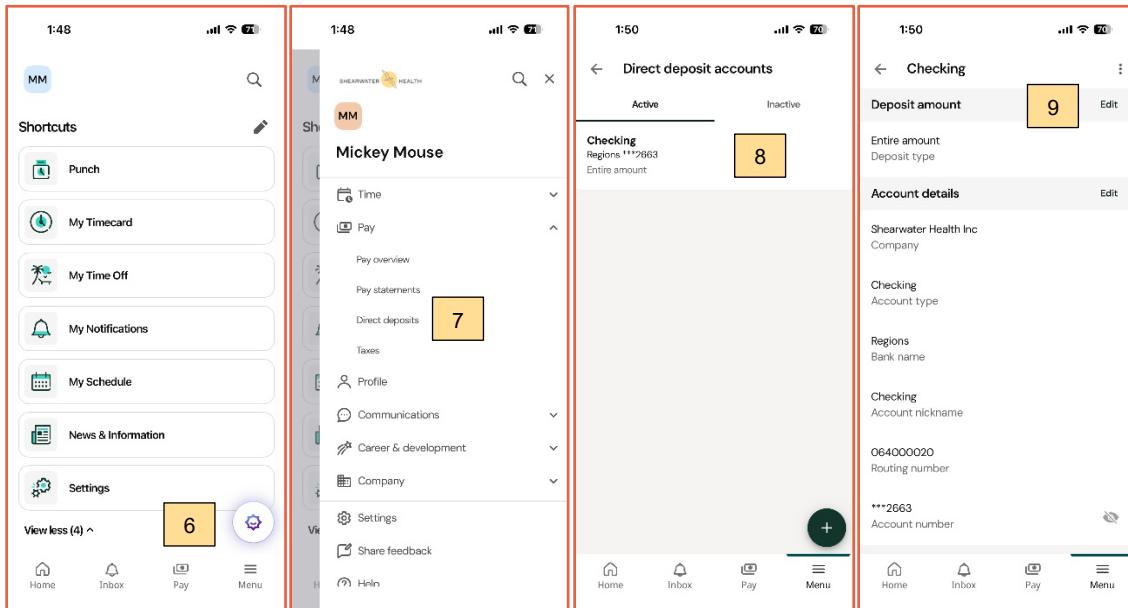


The image shows two side-by-side screenshots. The left screenshot is a mobile application interface titled 'Add new account' with a red border. It contains fields for 'Account type \*' (with a dropdown arrow), 'Bank name', 'Account nickname' (with placeholder 'e.g., My college fund'), 'Routing number \*' (with an info icon), 'Account number \*' (with an info icon), 'Deposit type \*' (with a dropdown arrow), and a bottom toolbar with 'Home', 'Inbox', 'Pay', and 'Menu' buttons. A yellow box labeled '4' is positioned in the top right corner of this screen. The right screenshot shows a sample check layout with a red border. It includes fields for 'YOUR NAME' (1234 Main Street, Anywhere, OH 00000), 'DATE' (123), 'PAY TO THE ORDER OF', 'DOLLARS', and a check number. Below the check number, the line is divided into three segments: 'ROUTING NUMBER' (044072324), 'ACCOUNT NUMBER' (000123456789), and 'CHECK NUMBER' (123). A yellow box labeled '5' is positioned in the top right corner of this screen.

#### 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.

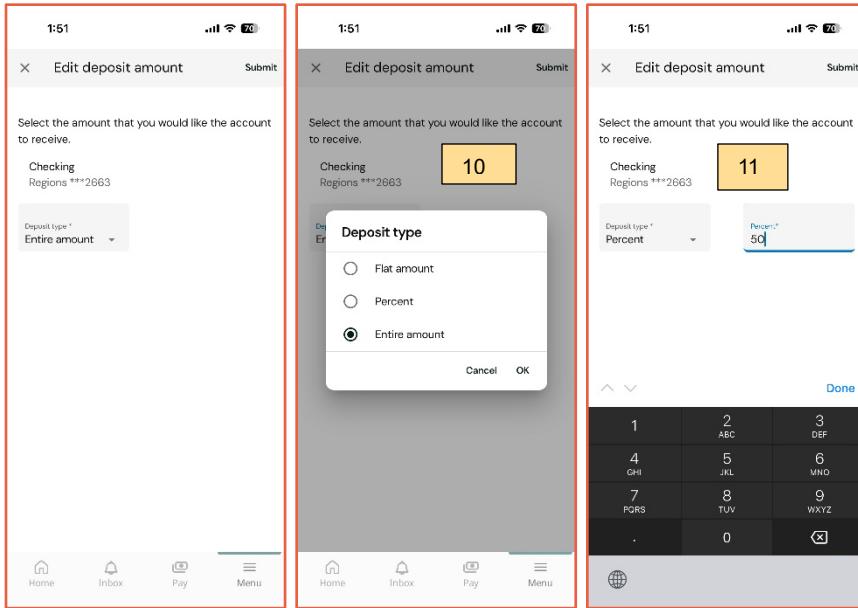
6. Navigate to **Menu** in the bottom of the toolbar.
7. Select **Pay > Direct Deposits**
8. Select the existing direct deposit account.
9. Click on **Edit** next to the **Deposit Amount**.



The image shows four screenshots of the UKG Pro mobile application interface, each with a red border and a yellow box labeled with a number indicating the step:

- Step 6:** Shows the 'Shortcuts' menu with various icons for 'Punch', 'My Timecard', 'My Time Off', 'My Notifications', 'My Schedule', 'News & Information', 'Settings', and a 'View less (4) ~' button. A yellow box labeled '6' is in the bottom right corner.
- Step 7:** Shows the 'Pay' menu with options like 'Time', 'Pay', 'Pay overview', 'Pay statements', 'Direct deposits' (which is highlighted with a yellow box labeled '7'), 'Taxes', 'Profile', 'Communications', 'Career & development', 'Company', 'Settings', 'Share feedback', and 'Help'.
- Step 8:** Shows the 'Direct deposit accounts' screen with tabs for 'Active' and 'Inactive'. It lists a 'Checking' account for 'Regions \*\*\*2663' with a yellow box labeled '8' in the bottom right corner.
- Step 9:** Shows the 'Checking' account details screen. It includes fields for 'Deposit amount' (with a yellow box labeled '9'), 'Deposit type' (set to 'Entire amount'), 'Account details' (set to 'Shearwater Health Inc Company'), 'Regions' (set to 'Bank name'), 'Checking' (set to 'Account nickname'), '064000020' (set to 'Routing number'), and '\*\*\*2663' (set to 'Account number').

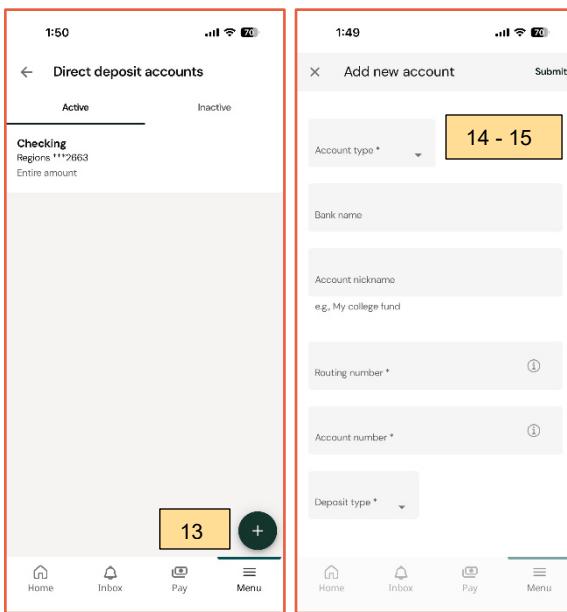
10. Change the **Deposit Type** to either **Flat Amount** or **Percent**.
11. Enter in the amount or percentage.
  - a. If you elect percentage, the total percentage must equal 100% to avoid a live check to be remitted for any unallocated funds.
  - b. If you elect flat amount, at least one account must have Remaining Amount selected.
12. Click on **Submit**.



The screenshots show a step-by-step process for setting a deposit amount:

- Screenshot 1 (Step 13):** Shows the 'Edit deposit amount' screen with a note: 'Select the amount that you would like the account to receive.' Below is a dropdown menu with 'Checking Regions \*\*\*2663' and 'Deposit type \* Entire amount' selected.
- Screenshot 2 (Step 14):** Shows the 'Edit deposit amount' screen with the amount '10' entered in the input field.
- Screenshot 3 (Step 15):** Shows the 'Edit deposit amount' screen with the amount '11' entered in the input field. Below is a 'Deposit type' dropdown with 'Percent' selected and '50' entered in the input field.

13. Click on the green add icon to enter another bank account.
14. Enter the bank account information and select the **deposit type of remaining account or percentage**.
15. Click on **Submit**.



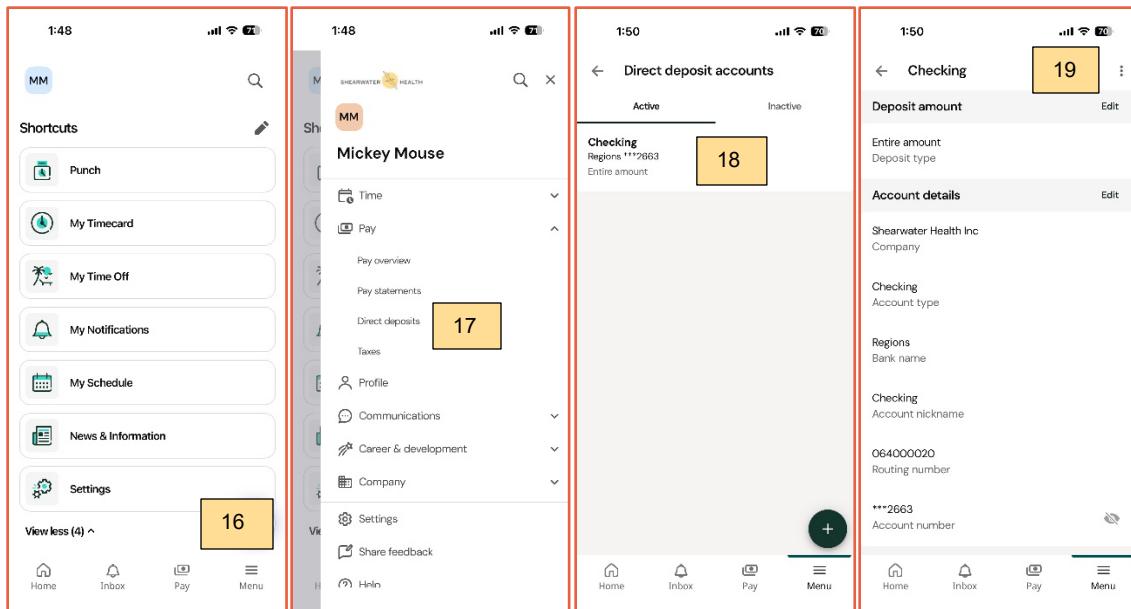
The screenshots show the process of adding a new bank account:

- Screenshot 1 (Step 13):** Shows the 'Direct deposit accounts' screen with a note: 'Checking Regions \*\*\*2663 Entire amount'. A green plus icon is highlighted.
- Screenshot 2 (Step 14-15):** Shows the 'Add new account' screen with the account type '14 - 15' selected. Other fields include 'Bank name', 'Account nickname', 'Routing number \*', 'Account number \*', and 'Deposit type \*'.

#### Removing 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.

16. Navigate to **Menu** in the bottom of the toolbar.
17. Select **Pay > Direct Deposits**.
18. Select the existing direct deposit account.
19. Click on the **ellipsis (⋮)** in the top right – hand corner.
20. Click either **Inactivate Account** or **Delete Account**.
21. Select **Inactivate** or **Delete**.

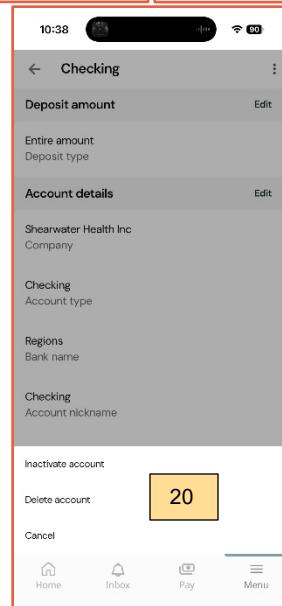


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