

## 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

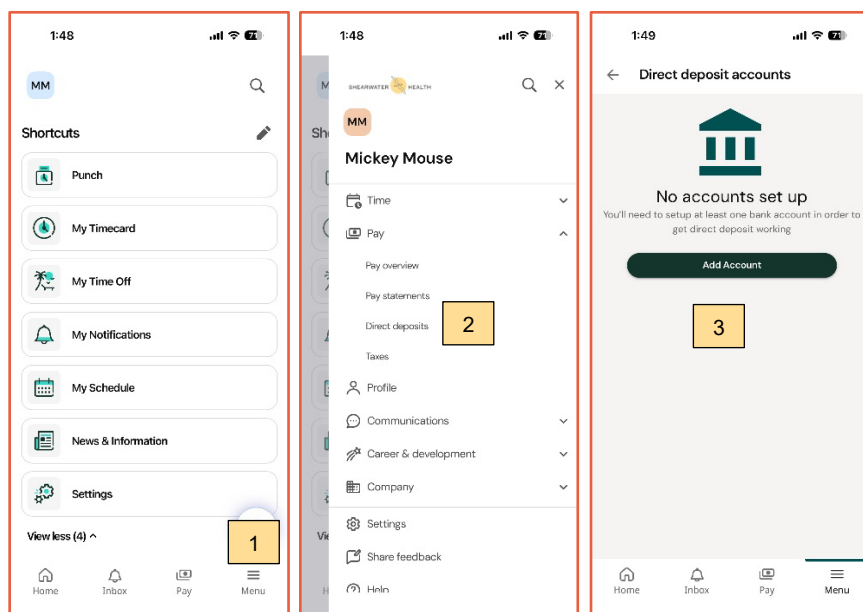
**⚠ Important Deadline:** All changes must be submitted by Sunday at 9:00 pm local time, the date after the end of the pay period.

### Instructions:

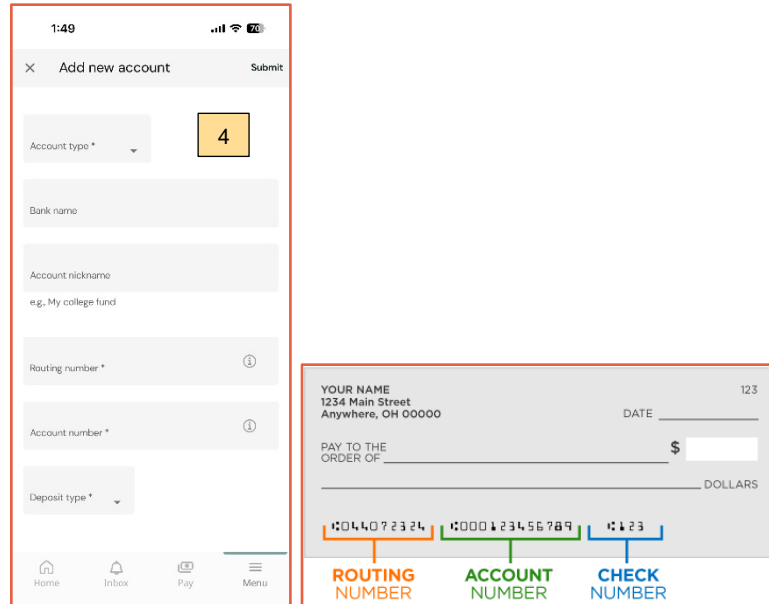
Adding a new direct deposit account

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**.

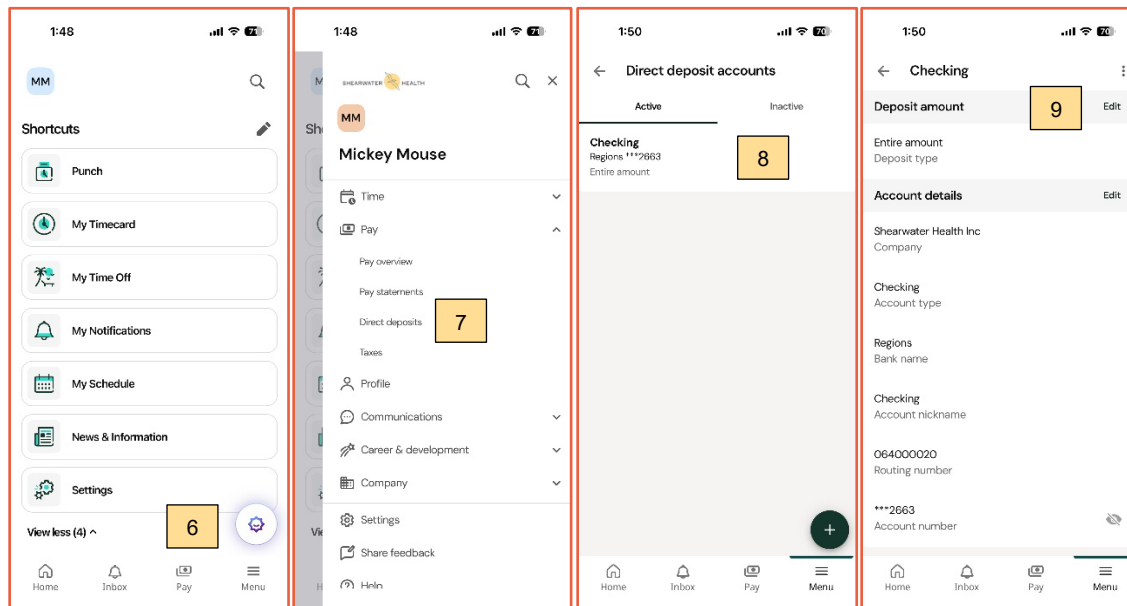


The first screenshot shows the 'Add new account' form with fields for Account type, Bank name, Account nickname, Routing number, Account number, and Deposit type. A yellow box labeled '4' highlights the Account type dropdown. The second screenshot shows a check with labels: 'ROUTING NUMBER' (044072324), 'ACCOUNT NUMBER' (000123456789), and 'CHECK NUMBER' (123).

### Adding additional direct deposit accounts

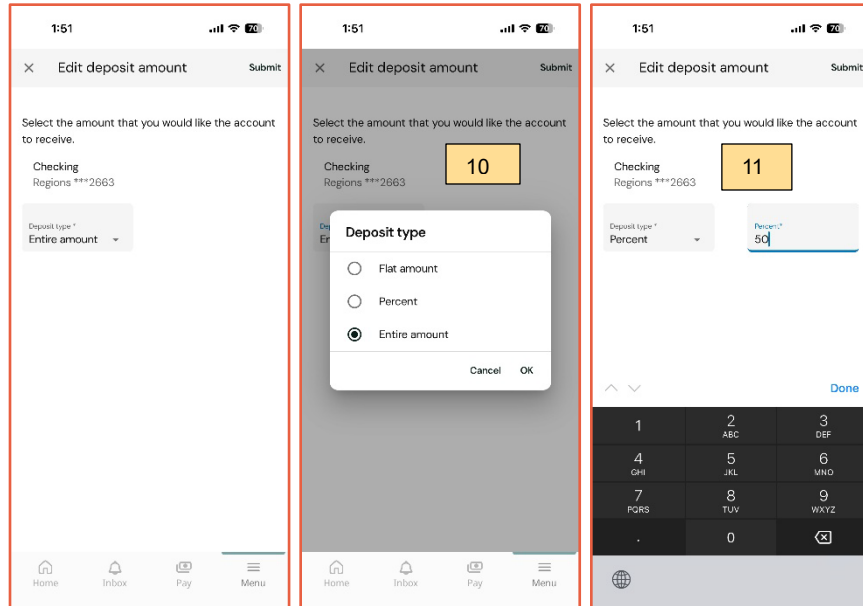
UKG Pro allows you to send funds to multiple bank accounts. To accomplish this, you must follow the instructions below to edit your existing bank account information.

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**.

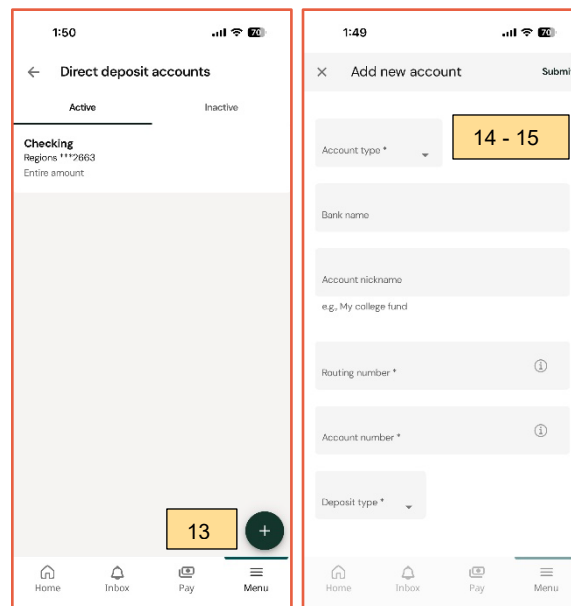


The four screenshots show the process of editing a direct deposit account. Screenshot 1 shows the 'Menu' icon (6) in the bottom toolbar. Screenshot 2 shows the 'Pay' > 'Direct Deposits' path (7) in the sidebar. Screenshot 3 shows the 'Direct deposit accounts' screen with a yellow box (8) highlighting the 'Edit' button next to the 'Deposit amount' field. Screenshot 4 shows the 'Checking' account details screen with a yellow box (9) highlighting the 'Edit' button next to the 'Deposit amount' field.

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**.




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**.



#### 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**.

