

How to Add Your Direct Deposit Account in UKG

1. Log in to your UKG account online.
2. Mouse over the "Myself" tab.
3. Under the "Pay" Section, click "Direct Deposit."
4. **To add a NEW DIRECT DEPOSIT ACCOUNT**, click the "Add" button in the upper right corner of the Direct Deposit Summary page.
5. Enter your bank account information in all the required fields (indicated by a red star).

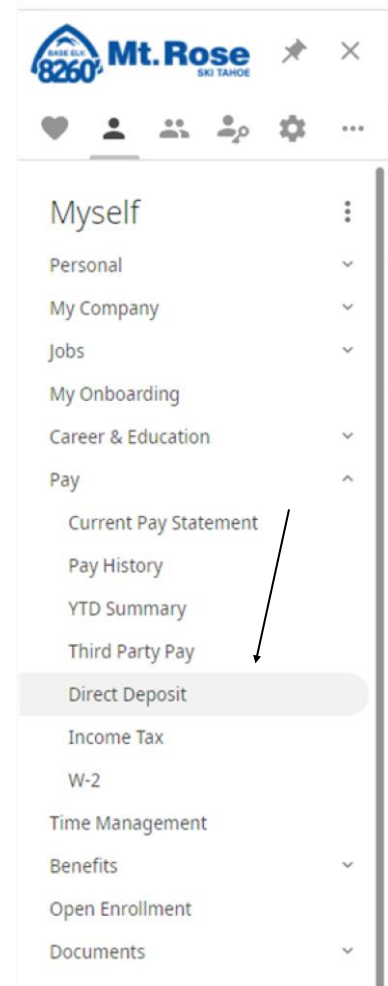
Direct Deposit Detail

Description e.g., "My College Fund"	
Bank description	
<u>Routing number</u>	
<u>Account number</u>	
Account type	

6. Select "Available Balance" to have your entire paycheck direct deposited.

Status	Active
Prenote status	
Amount	
☐ Flat Amount	
☐ Percent amount	
☒ Available balance	

7. Click "Save" in the upper right corner. You will see a WARNING pop up that says we will run a "prenote" (a test) on the next pay day. Click IGNORE WARNING.
8. Finally, click "Save" one more time, and now you are finished!



** Keep in mind, direct deposit updates may take one or two pay cycles to take effect, so you will have to pick up a physical check from HR for those pay cycles.*

Where do I find my routing number and account number?

These numbers can be found on one of the checks issued for your account. See example. →

If you don't have checks, visit your bank and ask them to print this information out for you.

Joe Smith 1234
1234 Anystreet Court 1234
Anycity, AA 12345

Pay to the order of _____

_____ Dollars

Bank Anywhere

⑆ 123456789 ⑆ 123456789123 ⑆ 1234

Routing Number Account Number Check Number