

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

Routing number *

Account number *

Account type

6. Select "Available Balance"

to have your entire pay check direct deposited.

Status

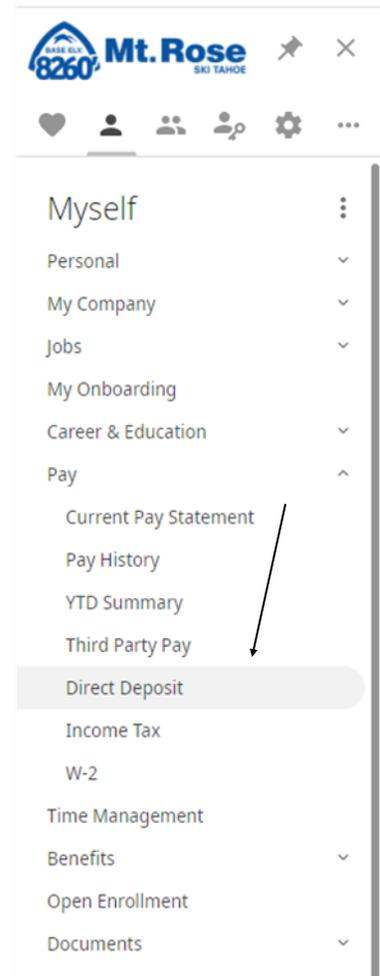
Prenote status *

* 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.

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.

