How to Add Your Direct Deposit Account in UKG

 Log in to your UKG account online. Mouse over the "Myself" tab. 	Mt. Rose * ×
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 add Deposit Summary page.	Myself :
5. Enter your bank account information in all the required fields	Personal ~
Direct Deposit Detail (indicated by a red star).	My Company ~
	Jobs ~
e.g., /Wy College	My Onboarding
Bank description	Career & Education 🗸 🗸
Routing number	Pay ^
Account number	Current Pay Statement
Account type	" Pay History
6. Select "Available Balanc	e ⁿ YTD Summany
to have your entire pay check direct deposited.	Third Date Day
	Third Party Pay
Status Active 🗸	Direct Deposit
Prenote status	Income Tax
	W-2
•Amount	Time Management
O Flat Amount	Benefits ~
O Percent amount	Open Enrollment

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!



Documents

* 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.	Joe Smith 1234 Anystreet Court Anycity, AA 12345	1234
If you don't have checks, visit your bank and ask them to print this information out for you.	Bank Anywhere	Dollars
	123456789 123456789123	
	Routing Account Check Number Number Number	