

Use this task to update your direct deposit information in UCPath.

Dashboard Navigation:

Income and Taxes > **Direct Deposit** or **Menu Navigation:**

Employee Actions > Income and Taxes > Direct Deposit

Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.

Peggy King	CALL CONTRACT OF A CONTRACT OF	Search	Q 😡 Bookmark 😝 Log out 🔺
Primary Title: BUS SYS ANL 4 Employee ID: 10000644			Ask UCPath Center
Service Date: 01/01/2014 Das < I < Income and Taxes	SECURITY QUESTION		
Emp Per Direct Deposit	r lease comminy our neerery of answering the lonowing security question.		
Fori Lea View Paycheck	Who is your childhood best friend?		
Qui Hez View Pay Record vi Hel Inco CA State W-4 (DE-4)			
Ret Federal Withholdi	Submit		
Out-of-state Tax			
Enroll to receive o			
View Online W-2/			
W-2 Reissue Requ			
Edit profile			Help
E Log out			

Step	Action	
1.	Before you change your direct deposit information, you must validate your identi UCPath randomly displays one of the security questions set up on your profile. Click in the Security Question field.	
	For this example click in the Who is your childhood best friend? field.	
2.	Enter the desired information into the Security Question field.	
	For this example, enter Molly .	
3.	Your answer appears as a series of dots.	
	Click the Submit button.	
	Submit	



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Servi 01/	ce Date: 01/201	14	DIRECT DEPOSIT	DUNT
Das	< 1	< Income and Taxes	Peggy King	
Emp	Per	Direct Deposit	Review, add or update direct deposit information. You can add up to three direct deposit accounts. The total direct deposit must add to 100%. NOTE: If you cannot find y Routing Number through the look up prompt provided, please contact Payroll Services at 855/982-7284. None of your changes will saved until you click the Save Button	our
For	Lea	View Paycheck	ggg Checking	
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Step	Action
4.	If you answer the question correctly, UCPath displays the Direct Deposit page, and you can make your changes.
	If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the Security Questions Setup page. You must provide your date of birth and the last four digits of your Social Security number to validate your identity and then update your security questions and answers.

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For Lea View Paycheck Image: Checking	Emp Per: Direct D	Review, add or update direct deposit information. You can add up to three direct deposit accounts. The total direct deposit must add to 100%. Routing Number through the look up prompt provided, please contact Payroll Services at 855/982-7284. None of your changes will saved unti	. NOTE: If you cannot find your il you click the Save Button
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Ret Federal WithholdOut-of-state Tax Inste: Employees can only edit their Direct Deposit account information once per day. UCPC ES will need to be contacted if you enter incorrect information and with ho update your account the same day. Any changes, additions or deletions to direct deposit information may take up to two pay periods to take effect, subject to banking and payroll deallines. If you are cancellation is effective, all future payments will be made by paper check mailed to your home address. Please verify your address and other personal information using Employee Self-Service. View Online W-2/	Hel Inco CA State	N-4 (DE-4)	
View Online W-2/ W-2 Reissue Requ	Ret Federal V Out-of-s Enroll to	Ithhold Note: Employees can only edit their Direct Deposit account Information once per day. UCPC ES will need to be contacted if you enter in update your account the same day. Any changes, additions or deletions to direct deposit information may take up to two pay periods to and payroll deadlines. If you are cancelling your direct deposit entirely, once the cancellation is effective, all future payments will be ma cecilive o update your account the same day. Any changes, additions or deletions to direct deposit information may take up to two pay periods to and payroll deadlines. If you are cancelling your direct deposit entirely, once the cancellation is effective, all future payments will be ma your home address. Please verify your address and other personal information using Employee Self-Service.	ncorrect information and wish to o take effect, subject to banking ade by paper check mailed to
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Step	Action	
5.	The Direct Deposit page displays all of your direct deposits.	
	In this example, change the bank account on your direct deposit checking account.	
	Click the Direct Deposit Account link.	
	999 Checking	
	Account: 0870843542 Routing: 121000358 Balance of Net Pay	

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ui Hea View Pay Rec	ord vi Retype Account Number	
el Inco CA State W-4	(DE-4) > View Check Example	
Ret Federal With	oldi Account Type * Checking	~
Out-of-state	ax Deposit Type * Balance of Net Pay	~
Enroll to rece	VE 0 Amount or Percent	
View Online	V-2/	
W-2 Reissue	equ (Example: 1 = First Account Processed)	
	RETURN TO DIRECT DEPOSIT	
Edit profile		
Log out		

Step	Action
6.	To help locate the Routing Number and Account Number on your check, click the View Check Example link. > View Check Example



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Fori Lea	View Paycheck	Account Number	0870843542
Qui Hea	View Pay Record vi	Retype Account Number	✓View Check Example
Ret	Federal Withholdi Out-of-state Tax		The Routing Number and Account Number can be obtained from your check. At the bottom of a check, there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number.
	Enroll to receive o View Online W-2/		Merry GEINSTATUS GEINSTATUS Research Resea
Edit pro	W-2 Reissue Requ		L 2 3 L Routing Number Account Number Check Number
Log out https://ifpiltrn.uni	iversityofcalifornia.edu/pages	Account Type *	Checking v

Step	Action
7.	After reviewing the check example, click the View Check Example link to close the example.
	View Check Example

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Step	Action
8.	Use the Routing Number field to update the bank routing number details.
	Click the Routing Number button.



Peggy King					😝 Log out	
Primary Title: BUS SYS ANL 4						Ack UCPath Center
Employee ID: 10000644						
Service Date: 01/01/2014	BACK > SEARCH FILTER	S				
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Hel Inco CA State W-4 (DE-4)	Bank ID Bani	k Name	Address Line 1	City	State	Postal Code
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W-2 Reissue Requ	011000138 BAN	NK OF AMERICA,	8001 VILLA PARK DRIVE	HENRICO	VA	23228
Edit profile	011000206 BAN	NK OF AMERICA	PO BOX 27025	RICHMOND	VA	23261
😝 Log out	011000390 BAN	NK OF AMERICA	PO BOX 27025	RICHMOND	VA	23261

Step	Action	
9.	A list of known routing numbers is available in the system.	
	Click in the begins with field.	
10.	Enter the desired information into the begins with field. For this example, enter part of the routing number, enter 121042 .	
11.	Click the Look Up button.	
	LOOK UP	

Peggy King	CALIFORNIA UCPat	th				😝 Log out
Primary Title: BUS SYS ANL 4 Employee ID: 100006644 Service Date: 01/01/2014	Ask UCPath Cent BACK > SEARCH FILTERS					Ask UCPath Center
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Out-of-state Tax Enroll to receive o	121042222	THE NORTHERN TRUST COMPANY	801 S CANAL ST	CHICAGO	IL	60607
View Online W-2/	121042484	PACIFIC COAST BANKERS BANK	1676 N CALIFORNIA BLVD SUITE 300	WALNUT CREEK	СА	94596
W-2 Reissue Requ	121042882	WELLS FARGO BANK	MAC N9301-041	MINNEAPOLIS	MN	55479
Edit profile						
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Step	Action	
12.	In this example, find the Wells Fargo Bank.	
Click the 121042882 button.		
	121042882	

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Primary Title: BUS SYS ANL 4		
Employee ID: 10000644		
Service Date: 01/01/2014	CHANGE DIRECT D	EPOSIT
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Fori Lea View Paycheck	Account Number	0870843542
Qui Hea View Pay Record vi	Retype Account Number	
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Out-of-state Tax	Deposit Type *	Balance of Net Pay
Enroll to receive o	Amount or Percent	
View Online W-2/	Deposit Order *	999
W-2 Reissue Requ		(Example: 1 = First Account Processed)
	RETURN TO DIRECT DEPOSIT	
Ø Edit profile		
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Step	Action	
13.	Click in the Account Number field.	
	0870843542	
14.	Press [Delete].	
15.	Enter the new account number in the Account Number field. For this example, enter 9871234654.	
16.	Click in the Retype Account Number field.	
17.	Re-enter your new account number in the Retype Account Number field. For this example, enter 9871234654 .	
18.	If you are changing your account type, click the button to the right of the Account Type field and select a different account type. In this example, the account type is not changing.	
19.	Click the button to the right of the Deposit Type field.	



Step	Action	
20.	Select one of the following options:	
	Amount: Use this option if you want to specify a fixed dollar amount to be deposited to the bank account.	
	Balance of Net Pay: Use this option if you want the remaining net pay amount (after all other deposit types have been distributed) deposited to the bank account.	
	Percent: Use this option if you want to specify a percentage of pay to be deposited to the bank account.	
	For this example, click the Balance of Net Pay list item.	
21.	If you select the Deposit Type of either Amount or Percent , you must enter the appropriate value in the Amount or Percent field.	
22.	The Deposit Order field indicates the order in which pay is distributed to bank accounts if you have multiple direct deposit accounts. The lower the number, the higher the priority. Balance of net pay accounts should have the highest deposit order of 999.	

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Step	Action
23.	Click the Return to Direct Deposit button.
	RETURN TO DIRECT DEPOSIT



Peggy King	CALIFORNIA UCPath (B) Logout
Primary Title: BUS SYS ANL 4 Employee ID: 10000644	Ask UCPath Center
Service Date: 01/01/2014	DIRECT DEPOSIT
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Emį Per Direct Deposit	Review, add or update direct deposit information. You can add up to three direct deposit accounts. The total direct deposit must add to 100%. NOTE: If you cannot find your Routing Number through the look up prompt provided, please contact Payroll Services at 855/982-7284. None of your changes will saved until you click the Save Button
For Lea View Paycheck	999 Checking
Qui Hea View Pay Record	1 Account: 9871234654 Routing: 121042882 Balance of Net Pay
Hel Inco CA State W-4 (D	4)
Ret Federal Withhold	I authorize the University of California to initiate credits and/or debits to my account. I acknowledge and comm that the direct deposit information noted above is correct. Debits shall be initiated only to effect appropriate adjustments against a prior credit made for the same pay date. Debit transactions are limited to reductions for University stagin overgyments and to respond to mandatory court orders.
Out-of-state Tax	
Enroll to receive	Note: Employees can only edit their Direct Deposit account information once per day. UCP E s will need to be contacted if you enter incorrect information and wish to update your account the same day. Any changes, additions or deletions to direct deposit information may take up to two pay periods to take effect, subject to banking and payroll deadlines. If you are cancelling your direct deposit entirely, once the
View Online W-2	cancellation is effective, all future payments will be made by paper check mailed to your home address. Please verify your address and other personal information using Employee Self-Service.
W-2 Reissue Req	- SAVE
Edit profile	
Log out	Terms of Use University of California

Step	Action
24.	You can add/update your direct deposit only once per day. Make all direct deposit changes, deletions and additions before you save.
	Click the check box to allow UC to credit and/or debit your account(s).

Peggy King	Constructions Constructions degram UCPath (2) Logout
Primary Title: BUS SYS ANL 4 Employee ID: 10000644	Ask UCPath Center
Service Date: 01/01/2014	DIRECT DEPOSIT
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Emj Per: Direct Deposit	Review, add or update direct deposit information. You can add up to three direct deposit accounts. The total direct deposit must add to 100%. NOTE: If you cannot find your Routing Number through the look up prompt provided, please contact Payroll Services at 855/982-7284. None of your changes will saved until you click the Save Button
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Out-of-state Tax	
Enroll to receive o	Note: Employees can only edit their Direct Deposit account information once per day. UCPC Es will need to be contacted if you enter incorrect information and wish to update your account the same day. Any changes, additions or deletions to direct deposit information may take up to two pay periods to take effect, subject to banking and payroll deadlines. If you are cancelling your direct deposit entriety, once the
View Online W-2/	cancellation is effective, all future payments will be made by paper check mailed to your home address. Please verify your address and other personal information using Employee Self-Service.
W-2 Reissue Requ	SAVE
 Edit profile Log out 	Terms of Use University of California 🗸
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Step	Action
25.	Click the Save button.



Step	Action
26.	You have updated your direct deposit information in UCPath online.
	A confirmation email is sent to the primary email address on your account. You can identify your primary email address under Employee Actions > Personal Information > Personal Information Summary . End of Procedure.