

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

Dashboard Navigation:

Income and Taxes > Direct Deposit or Menu Navigation:

Employee Actions > Income and Taxes > Direct Deposit

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

Peggy King	Contractions UCPath (D) Log out
Primary Title: BUS SYS ANL 4 Employee ID: 10000644	Ask UCPath Center
Service Date: 01/01/2014	DIRECT DEPOSIT
Das 🔄 E < Income and Taxes	Peggy King
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
Fori Lea View Paycheck	999 Checking
Qui Hea View Pay Record vi	Account: 0870843542 Routing: 121000358 Balance of Net Pay
Hel Inco CA State W-4 (DE-4)	
Ret Federal Withholdi 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 entirely, once the 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/	
W-2 Reissue Requ	SAVE
Ø Edit profile	
Dog out	Terms of Use University of California

Step	Action
1.	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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Employee 1 1000064	id: 44		
Service Dat 01/01/2	te: 014	CHANGE DIRECT D	EPOSIT
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Emj Pe	Direct Deposit	Routing Number *	121000358
Fon Le	a View Paycheck	Account Number	0870843542
Qui He	View Pay Record vi	Retype Account Number	
Hel In	CC CA State W-4 (DE-4)		> View Check Example
Re	et Federal Withholdi	Account Type *	Checking
	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	
🧭 Edit	profile		
🕒 Log	out		

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

Peggy King	ONIVERSITY CALLORNIA drptm	🚯 Log out
Primary Title: BUS SYS ANL 4 Employee ID: 10000644		Ask UCPath Center
Service Date: 01/01/2014	CHANGE DIRECT D	EPOSIT
Das < E < Income and Taxes		
Emp Per: Direct Deposit	Routing Number *	121042882 Q
For Lea View Paycheck	Account Number	0870843542
Qui Hea View Pay Record vi	Retype Account Number	
Hel Inco CA State W-4 (DE-4)		~ 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		Memor
View Online W-2/		Pouting Account Check Namber Number
W-2 Reissue Requ		1 2 3
🖉 Edit profile		3. Check Number
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https://ifpiltrn.universityofcalifornia.edu/pages	DirectDeposits-BS3/direct-deposits-add-edit.aspx#chec	kDetails

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



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rimary IUS S mploy 10000	y Title: SYS Af ree ID: 0644	NL 4		Ask UCPath Center
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mj	Pen	Direct Deposit	Routing Number *	121000358 Q
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	Ret	Federal Withholdi	Account Type *	Checking v
		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	
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Step	Action
4.	Use the Routing Number field to update the bank routing number details.
	Click the Routing Number button.

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mplc 00(oyee ID: 00644							
rvic 1/0	ce Date 01/20	: 14	BACK > SEARCH F	ILTERS				
as	< 1	 Income and Taxes 						
m	Per	Direct Deposit	Bank ID	✓ begins wi	th			
ori	Lea	View Paycheck		INCED LOOKUP				
Qui	Hea	View Pay Record vi	Only the first 300 results o	an he displayed				
Hel	Inco	CA State W-4 (DE-4)	Bank ID	Bank Name	Address Line 1	City	State	Postal Code
	Ret	Federal Withholdi	011000015	FEDERAL RESERVE	1000 PEACHTREE ST		GA	20200
		Out-of-state Tax	011000015	BANK	N.E.	ATLANTA	GA	20203
		Enroll to receive o	011000028	STATE STREET BANK	IAB2NW	N. OUINCY	ма	02171
		View Online W-2/		COMPANY				
		W-2 Reissue Requ	011000138	BANK OF AMERICA, N.A.	8001 VILLA PARK DRIVE	HENRICO	VA	23228
0	Edit pi	rofile	011000206	BANK OF AMERICA N.A	PO BOX 27025	RICHMOND	VA	23261
Ð	Log ou	ut	011000390	BANK OF AMERICA	PO BOX 27025	RICHMOND	VA	23261

Step	Action
5.	A list of known routing numbers is available in the system.
	Click in the begins with field.



Step	Action
6.	Enter the desired information into the begins with field. For this example, enter part of the routing number, enter 121042 .
7.	Click the Look Up button.

Peggy King	OF CALIFORNIA drptm	th				🕒 Log out
Primary Title: BUS SYS ANL 4 Employee ID: 10000644 Service Date: 01/01/2014	BACK > SEARCH F	ILTERS				Ask UCPath Center
Das < Icone and Taxes Emp Per Direct Deposit Forr Lea View Paycheck Qui Hei View Pay Record vi Hei Incc AS Ata W-4 (DE-4)	Bank ID LOOK UP ADVA Quick Filter	w begins wit	h 121042	2		
Ret Federal Withholdi	Bank ID	Bank Name	Address Line 1	City	State	Postal Code
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	CA	94596
w-2 keissue kequ	121042882	WELLS FARGO BANK	MAC N9301-041	MINNEAPOLIS	MN	55479
🧭 Edit profile						
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Step	Action
8.	In this example, find the Wells Fargo Bank.
	Click the 121042882 button.
	121042882

Peggy King		😝 Log out
Primary Title: BUS SYS ANL 4 Employee ID: 10000644		Ask UCPath Center
Service Date: 01/01/2014	CHANGE DIRECT DEPOSIT	
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Emp Per: Direct Deposit	Routing Number * 121042882	٩
For Lea View Paycheck	Account Number 0870843542	
Qui Hea View Pay Record vi	Retype Account Number	
Hel Inco CA State W-4 (DE-4)	> View Check Example	
Ret Federal Withholdi	Account Type Checking	~
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)	
Edit profile	RETURN TO DIRECT DEPOSIT	
Dog out		

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Step	Action
9.	Click in the Account Number field.
	0870843542
10.	Press [Delete].
11.	Enter the new account number in the Account Number field. For this example, enter 9871234654 .
12.	Click in the Retype Account Number field.
13.	Re-enter your new account number in the Retype Account Number field. For this example, enter 9871234654 .
14.	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.
15.	Click the button to the right of the Deposit Type field.
	~
16.	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.
17.	If you select the Deposit Type of either Amount or Percent , you must enter the appropriate value in the Amount or Percent field.
18.	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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ervice Date: 1/01/2014	~.// D	CHANGE DIRECT D	EPOSIT	
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m Per Direct	t Deposit	Routing Number *	121042882	٩
on Lea View P	Paycheck	Account Number	9871234654	
Qui Hea View	Pay Record vi	Retype Account Number	9871234654	
lel Inco CA Sta	ate W-4 (DE-4)		> View Check Example	
Ret Federa	al Withholdi	Account Type *	Checking	~
Out-o	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 R	Reissue Requ		(Example: 1 = First Account Processed)	
		RETURN TO DIRECT DEPOSIT		
Edit profile				
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Step	Action
19.	Click the Return to Direct Deposit button.
	RETURN TO DIRECT DEPOSIT

Peggy	/ King	UCPath	😥 Log out
Primary Ti BUS SYS	tle: i ANL 4		Path Canton
Employee 1000064	i D: 44		
Service Da 01/01/2	te: 014		ACCOUNT
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Emj Pe	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 I 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 Bu	ind your Itton
For Le	a View Paycheck	999 Checking	÷
Qui H	View Pay Record vi	Account: 9871234654 Routing: 121042882 Balance of Net Pay	
Hel In	CC CA State W-4 (DE-4)		
Re	t Federal Withholdi	I autorize the University of California to initiate credits and/or debits to my account. I acknowledge and commit mat the errect 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 salary overgayments and to respond to mandatory court orders.	y
	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 n take up to two pay periods to take effect, subject to banking and payroll deadlines. If you are cancelling your direct deposit entirely, once	hay the
	View Online W-2/	cancellation is effective, all future payments will be made by paper check mailed to your nome address. Please verify your address and of personal information using Employee Self-Service.	ther
	W-2 Reissue Requ	SAVE	
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Step	Action
20.	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).





Step	Action
21.	Click the Save button.
22.	You have updated your direct deposit information in the UCPath Portal. End of Procedure.