

## How Do I Update My Direct Deposit

## Important!

The ability to add or edit direct deposit information in OneUSG Connect is limited to institutions who have implemented two-factor authentication (i.e., Duo) for accessing OneUSG Connect on campus.

If your institution is not using two-factor authentication, or you are unable to add or edit your direct deposit information in OneUSG Connect, please contact your institution's HR office for assistance.

# **Navigation**

## 1. Add a Direct Deposit Account

- 1.1. Log into OneUSG Connect.
- 1.2. From Employee Self Service, click the Direct Deposit tile.
- 1.3. Your existing direct deposit accounts are listed.

Review, add or update your direct deposit information.



**Balance of Net Pay** - The account that will be sent to PeopleSoft Financials for Travel & Expense reimbursements.

- All employees must have **one (1)** Balance of Net Pay deposit type.
- If the Balance of Net Pay account has an Account Type of "Issue Check", no banking information will be sent to PeopleSoft Financials for Travel & Expense reimbursements

**Deposit Order** – During direct deposit processing, distributions are made to accounts in order of priority.

- Funds are deposited into the account with the lowest priority first.
- The **Balance of Net Pay** account should always have the **highest** priority because all remaining funds will be deposited into this account. Best practice is to give this account the priority of "999."
- If the **Balance of Net Pay** account is set for a priority lower than other accounts, the remaining funds will be deposited into this account.



For example, you have three accounts you wish to set up for direct deposit:

Account	Account Type	Priority	Amount
1	Savings	100	\$150.00
2	Secondary Checking	200	\$100.00
3	Primary Checking	999	Remaining funds

Note: There is a limit of five (5) direct deposit accounts for OneUSG Connect.

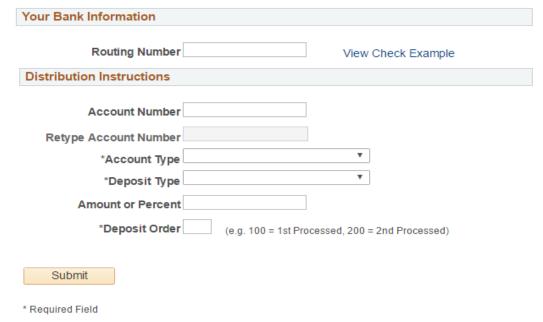
- 1.4. To add a Direct Deposit Account:
  - a. Click the Add Account button.
  - b. Enter the Routing Number for the account.
  - c. Enter the Account Number.
  - d. Re-enter the Account Number.
  - e. In the Account Type drop down, select the appropriate account type.
  - f. In the **Deposit Type** drop down, select whether the deposit is based on a set **amount**, a **percentage** of your net pay, or if it is to be the "**Balance of Net Pay**" account.

**Note**: If you only have one (1) account, it should have a deposit type of "Balance of Net Pay."

- g. Amount or Percent field -
  - If your Deposit Type is "Amount" or "Percent", enter the corresponding value.
  - If your Deposit Type is "Balance of Net Pay", leave this field blank.
- h. Enter a sequence number from 1 to 999 in the **Deposit Order** field to indicate the priority of Direct Deposit authorizations.
- i. The **Deposit Order** for Balance of Net Pay deposit types should be "999."
- i. Click the **Submit** button.



**Note**: For security purposes, you may only make **one (1)** direct deposit update per day. This applies to any change (i.e., deletion, edit, addition).



k. Click **OK** on the confirmation page.

#### 2. Edit an Existing Direct Deposit Account

- 2.1. Log into OneUSG Connect.
- 2.2. From Employee Self Service, click the Direct Deposit tile.
- 2.3. Your existing direct deposit accounts are listed.
- 2.4. Click the account's **Edit** icon (pencil).

Review, add or update your direct deposit information.



- 2.5. Update the following as needed:
  - a. Routing Number
  - b. Enter the Account Number.
  - c. Re-enter the Account Number.
  - d. Account Type
  - e. **Deposit Type** Remember, one account must be listed as your Balance of Net Pay account.



- f. Amount or Percent
- g. **Deposit Order** Remember, funds are deposited into the account with the lowest priority first.
- 2.6. Click the **Submit** button.
- 2.7. Click **OK** on the confirmation page.

### 3. Delete a Direct Deposit Authorization

- 3.1. Log into OneUSG Connect.
- 3.2. From Employee Self Service, click the Direct Deposit tile.
- 3.3. Your existing direct deposit accounts are listed.
- 3.4. Click the account's **Remove** icon (trashcan).

Review, add or update your direct deposit information.



3.5. Click Yes - Delete button to remove the account.

#### **Delete Confirmation**



No - Do Not Delete

3.6. Click **OK** on the confirmation page.