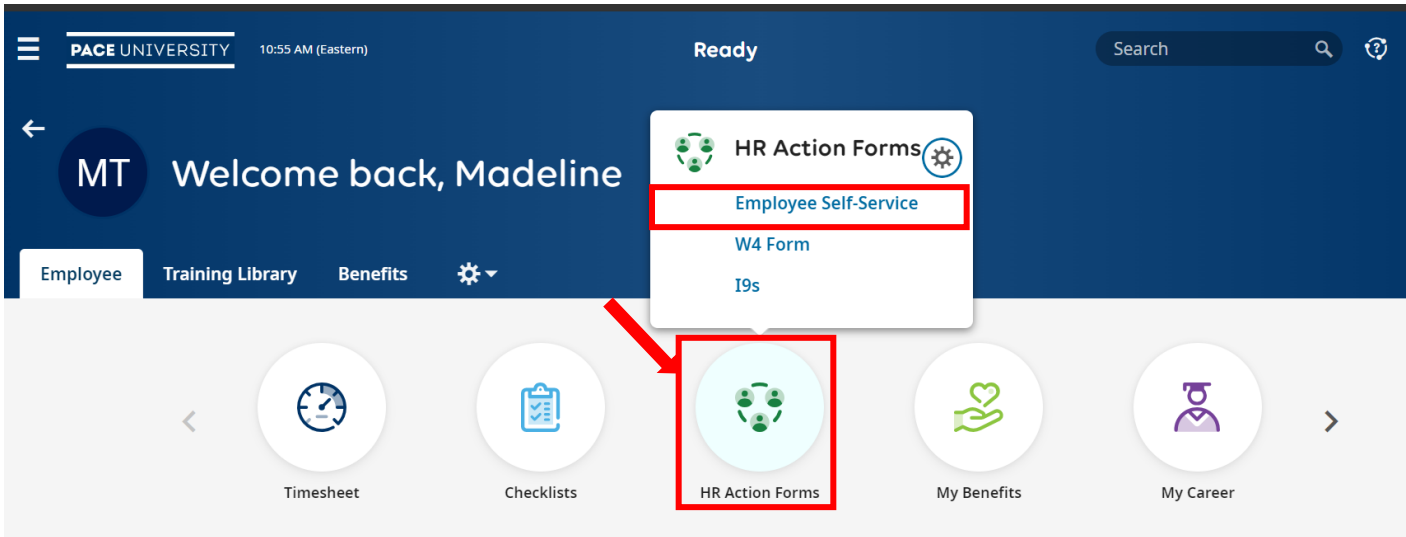


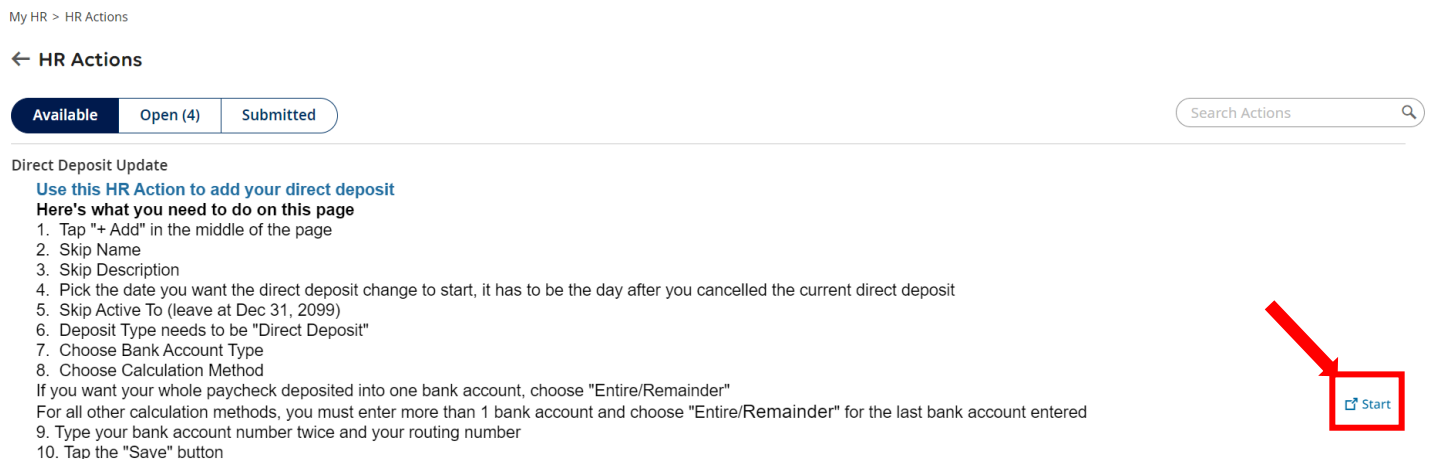
Updating Direct Deposit:

This training document is intended to provide instruction on how to update your Direct Deposit information in UKG Ready.

Login to UKG Ready and click on the **HR Action Forms** button and select **Employee Self-Service**.

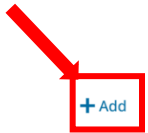


On the available tab, click on the **Start** button to the far right of the **Direct Deposit Update** action.



Scroll to the bottom and click on the +Add button to the far right.

Direct Deposit
Direct Deposits



(i) No Direct Deposits Defined

Fill out the below required fields:

1. **Name**-provide a nickname to identify the account.
2. **Active From**- the date to which the Direct Deposit should go into effect.
3. **Active To**- this can be left at 12/31/2099 if you would like it setup indefinitely or you can provide a specific end date.
4. **Bank Account Type**- select the type of account.
5. **Calculation Method**-select the calculation method. Please see below for more details*
6. **Account#**-provide your account number and reenter it for confirmation
7. **ABA#/Banke Routing#**- provide your Bank's routing number

Click **Save** once done.

Add New Direct Deposit ✕

Name	Description
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Description"/>
Active From *	Active To *
<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px;" type="text" value="12/13/2023"/> 📅	<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px;" type="text" value="12/31/2099"/> 📅
Deposit Type	Bank Account Type *
<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px;" type="text" value="Direct Deposit"/> ▼	<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px;" type="text" value="Checking"/> ▼
Calculation Method *	
<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px;" type="text" value="Entire/Remainder"/> ▼	
Account # *	Reenter Account # *
<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px;" type="text"/> 👁	<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px;" type="text"/> 👁
ABA # / Bank Routing # *	
<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px;" type="text"/> 👁	

Click on **Submit** to finish the HR action. You have successfully updated your Direct Deposit in UKG Ready.



***Calculation method definitions:**

Entire/Remainder- select this option if you would like your entire check to go to this one account OR if you have other accounts setup, and you would like the remainder to go here.

Flat \$ Amount- select this option to specify a specific amount to deposit.

% of Gross Earnings- select this option to deposit a specific percent of your gross earnings.

% of Net Pay- select this option to deposit a specific percent of your net earnings.

% of Remaining Net- select this option to deposit a specific percent of your remaining net earnings.