

## How Do I Update My Direct Deposit?

### Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Direct Deposit** tile.
3. Your existing direct deposit accounts are listed. Make note of the account marked as "**Balance of Net Pay**." Also make note of **Deposit Order** of accounts. NOTE: There is a limit of five (5) direct deposit accounts for OneUSG Connect.
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 type of account this is.
  - 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.
    - i. **NOTE:** All employees must have one **Balance of Net Pay** deposit type.
  - g. If your **Deposit Type** is **Amount** or **Percent**, enter the corresponding value in the **Amount** or **Percent** field.
    - i. 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.
    - i. **NOTE:** You may only make changes/additions to Direct Deposit once a day.
  - j. Click **OK** on the confirmation page.
5. To edit an existing **Direct Deposit** account, click the account's **Edit** icon (pencil).
- a. Update the **Routing Number** if needed.
  - b. To make changes to the account number, select the **Edit Account Number** checkbox.
    - i. Enter the **Account Number**.
    - ii. Re-enter the **Account Number**.
  - c. If needed, make changes to the **Account Type**.
  - d. If needed, make changes to the **Deposit Type**. Remember, one account must be listed as your **Balance of Net Pay** account.
  - e. If needed, make updates to the **Amount** or **Percent** listed.
  - f. If needed, make changes to the **Deposit Order**.
  - g. Click the **Submit** button.
  - h. Click **OK** on the confirmation page.
6. To delete a Direct Deposit authorization:
- a. Click the **Remove** icon (trashcan) for that account.
  - b. Click the **Yes - Delete** button to remove the account.
  - c. Click **OK** on the confirmation page.

