

How Do I Update My Direct Deposit?

Navigation

1. Log into OneUSG Connect.
2. If the **Employee Self Service** page is not displayed, click on the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Direct Deposit** tile.

Review Direct Deposit Authorizations

4. On the **Direct Deposit** page, review the list of current authorizations for electronically depositing employee paychecks. Make note of **Deposit Order/Balance of Net Pay Account**.

Add a Direct Deposit Authorization

5. On the **Direct Deposit** page, click the **Add Account** button. NOTE: There is a limit of five (5) direct deposit accounts for OneUSG Connect.
6. To ensure the information is correctly entered, click the **View Check Example** link and identify the **Routing Number** and **Bank Account Number** on the sample check.
7. Click the **Return** button to close the **Check Example** page.
8. On the **Add Direct Deposit** page, click the **Routing Number** field and enter the 9-digit identifier assigned to your bank by the Federal Reserve.
9. Click the **Account Number** field and enter the account number assigned to you by your bank.
10. Click or tab the **Retype Account Number** field and re-enter the account number assigned to you by your bank.
11. Click the **Drop Down** icon associated with the **Account Type** field and select the appropriate item from the listing.



12. Click the **Drop Down** icon associated with the **Deposit Type** field and select the appropriate item from the listing. NOTE: Employees must have one (and only one) balance-of-net-pay deposit type. This is the account reference in step 4.
13. Click the **Amount** or **Percent** field and enter the specific amount or percentage of your **Net Pay** to deposit. NOTE: For balance-of-net-pay deposit types, leave the **Amount** or **Percent** field blank.
14. Click the **Deposit Order** field and enter a sequence number from **1 to 999** (first to last, respectively), to indicate the priority of this direct deposit authorization. NOTE: The Deposit Order for balance-of-net-pay deposit types should always be 999.
15. Click the **Submit** button. NOTE: Employees can only make one change and/or addition in Direct Deposit each day.
16. The system displays an informational message, indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and click the **Submit** button again, as needed.
17. When the message indicates the save process was successfully completed, click the **OK** button.

Edit a Direct Deposit Authorization

18. On the **Direct Deposit** page, click the **Edit** icon associated with the direct deposit authorization to be updated. NOTE: Employees can only make one change and/or addition in Direct Deposit each day.
19. On the **Change Direct Deposit** page, make any necessary changes to the authorization. NOTE: To update the account number, click the **Edit Account Number** checkbox and populate the **Account Number** and **Retype Account Number** fields.
20. Then, click the **Submit** button.



21. The system displays an informational message, indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and click the **Submit** button again, as needed.
22. When the message indicates the save process was successfully completed, click the **OK** button.

Delete a Direct Deposit Authorization

23. On the **Direct Deposit** page, click the **Delete** icon associated with the direct deposit authorization to be removed.
24. The system displays an informational message, asking you to confirm the deletion request. Click the **Yes** button to proceed; click the **No** button to abort the deletion task.
25. The system displays an informational message, indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and click the **Submit** button again, as needed.
26. When the message indicates the save process was successfully completed, click the **OK** button.

Complete the Task/Sign Out of Application

27. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



28. Click the **Sign Out** option in the listing.

