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.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Savings			Amount	$100.00	100		
Checking			Balance of Net Pay		998		

Add Account

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:

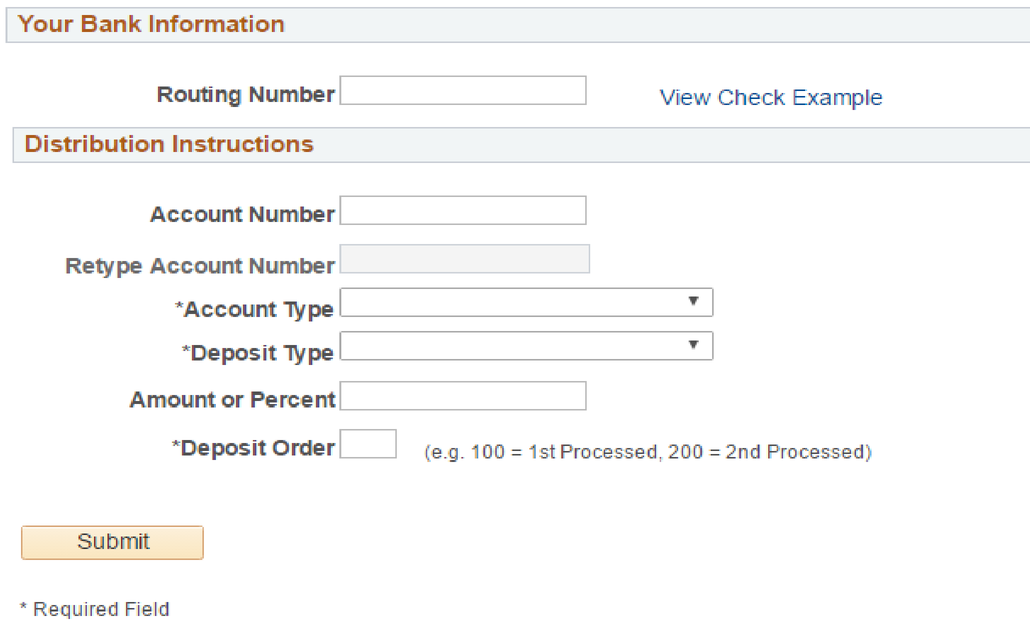
Account	Account Type	Priority	Amount
1	Savings	100	$150.00
2	Secondary Checking	200	$100.00
3	Primary Checking	999	Remaining funds

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."
j. Click the **Submit** button.

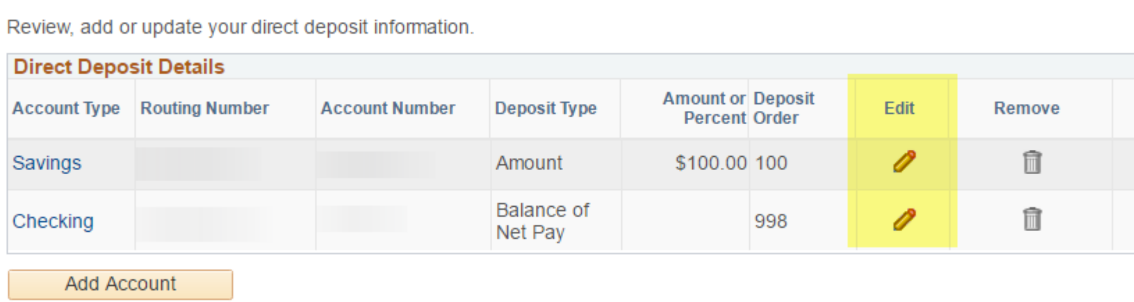
Note: For security purposes, you may only make **one (1)** direct deposit update per day. This applies to any change (i.e., deletion, edit, addition).



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).



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.

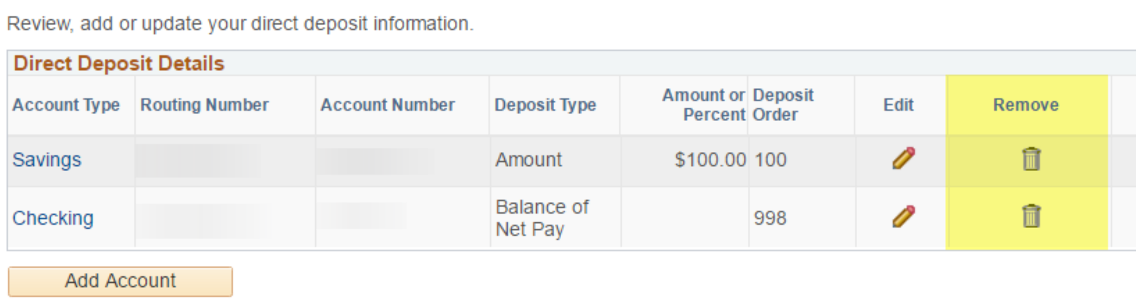
3. Delete a Direct Deposit Authorization

3.1. Log into OneUSG Connect.

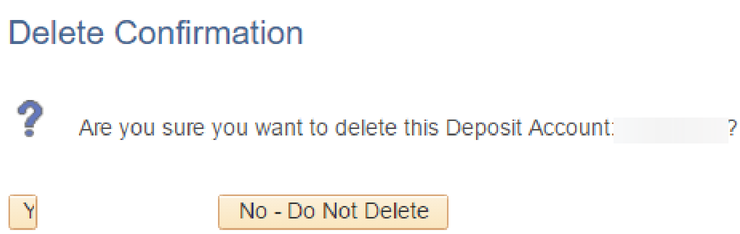
3.2. From **Employee Self Service**, click the **Direct Deposit** tile.

3.3. Your existing direct deposit accounts are listed.

3.4. Click the account's **Remove** icon (trashcan).



3.5. Click **Yes – Delete** button to remove the account.



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