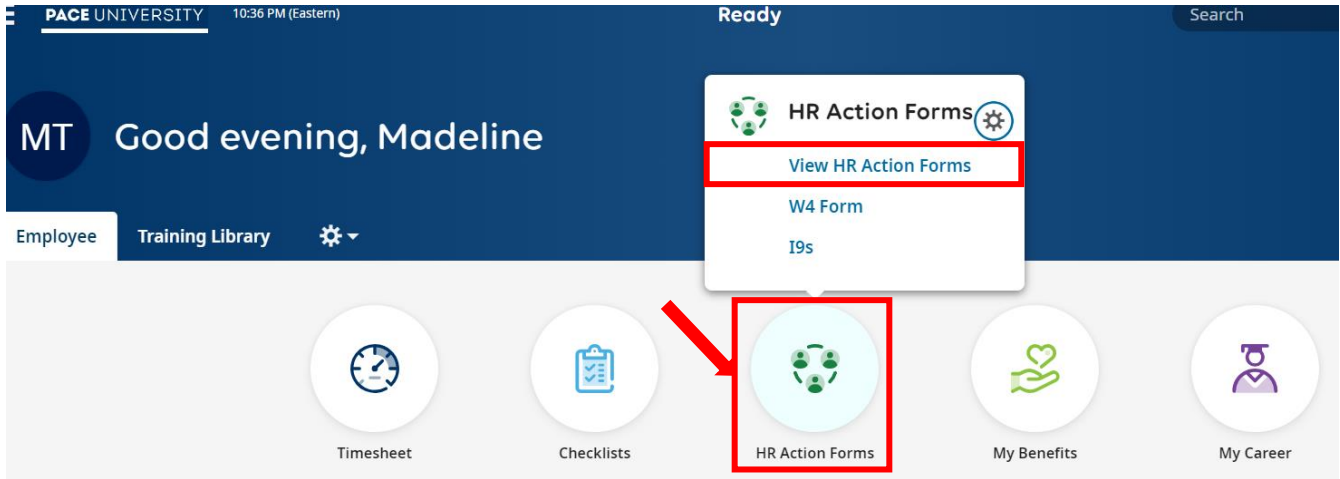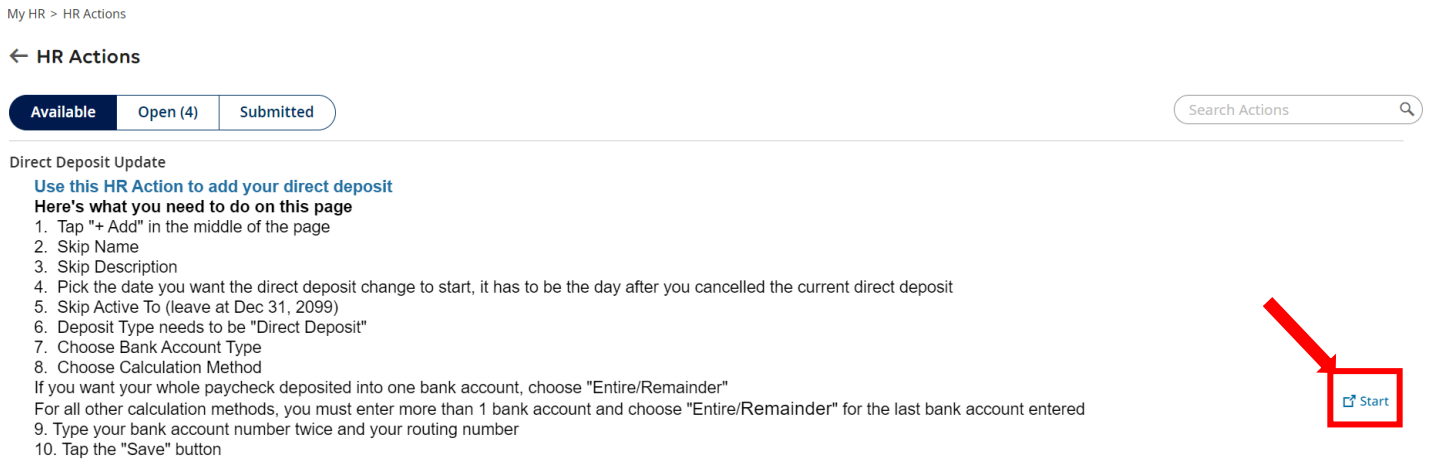# Updating Direct Deposit:

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 **View HR Action Forms**.

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

My HR > HR Actions

← HR Actions

| Available | Open (4) | Submitted |

Search Actions

Direct Deposit Update

Use this HR Action to add your direct deposit
Here's what you need to do on this page
1. Tap "+ Add" in the middle of the page
2. Skip Name
3. Skip Description
4. Pick the date you want the direct deposit change to start, it has to be the day after you cancelled the current direct deposit
5. Skip Active To (leave at Dec 31, 2099)
6. Deposit Type needs to be "Direct Deposit"
7. Choose Bank Account Type
8. Choose Calculation Method
If you want your whole paycheck deposited into one bank account, choose "Entire/Remainder"
For all other calculation methods, you must enter more than 1 bank account and choose "Entire/Remainder" for the last bank account entered
9. Type your bank account number twice and your routing number
10. Tap the "Save" button

⤢ Start

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

Direct Deposit

Direct Deposits

+ Add

ⓘ   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.

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.