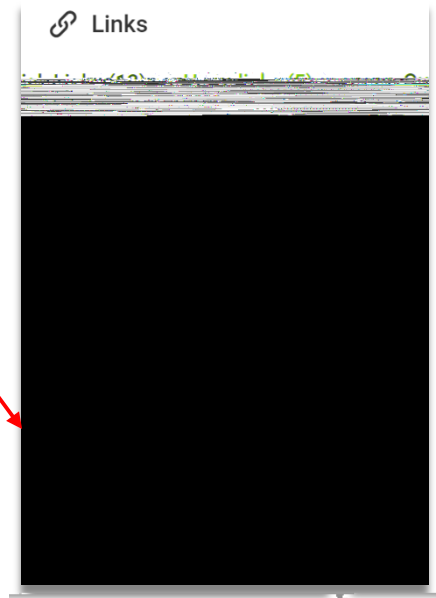
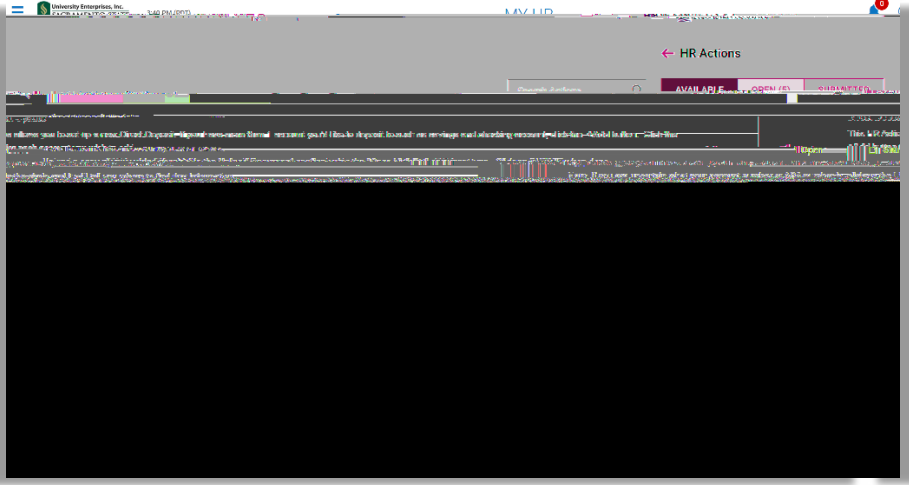


Updating Direct Deposit Information

1. From the main dashboard, scroll down to Links Within Quick Links, select HR Actions.
2. Select the AVAILABLE tab within HR Actions



3. Select **Start** to the right of Direct Deposit Update

4. Select the date you would like the changes to go into effect.
5. To edit existing direct deposit information, select the ellipsis and **Edit** from the drop-down menu as shown on right selection to end.

6. To add a new direct deposit account, select **+Add**

7. Complete all required fields in the pop-up:

The screenshot shows a form titled "Add New Direct Deposit" with the following fields and values:

- Name: Enter Name
- Description: Enter Description
- Active From: 05/21/2021
- Active To: 12/31/2021
- Deposit Type: Direct Deposit
- Bank Account Type: [Blank]
- Calculation Method: Entire/Remainder
- Account #: 123456789
- ABA # / Bank Routing #: 321175261

Buttons at the bottom: CANCEL, SAVE

8. Be sure to **SAVE** and then select **CONTINUE**

9. Select **Upload Document** to upload a scan or photo of a voided check.

The screenshot shows the "Upload Documents" interface. A pop-up window titled "Upload File" is open, showing the following fields:

- File: Choose (No file chosen)
- Document Type: Open Visibility (circled in red)
- Display Name: My Bank (highlighted in yellow)

Buttons in the pop-up: CANCEL, UPLOAD

In the background, the "Upload Documents" table has a table with columns: Uploaded By, Expiration Date, Actions. A red arrow points to the "Upload Document" button in the top right corner of the interface.

10. Select **Open Visibility** from the document type drop-down menu.

11. Select **Choose** and attach the image or scan of a voided check. (Be sure to write VOID on the check.)

12. Select **UPLOAD**

13. Select **SAVE** and **SUBMIT**

Please note –Direct Deposit change requests and the status of requests are viewed under My HR Actions by selecting SUBMITTED items in the OPEN tab are saved but not submitted.



Questions? Please contact UEIPayroll@csus.edu or call (916) 278-7427.