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.