

## Introduction

This job aid describes the steps necessary to review/update your direct deposit information in OneUSG Connect.

## Instructions

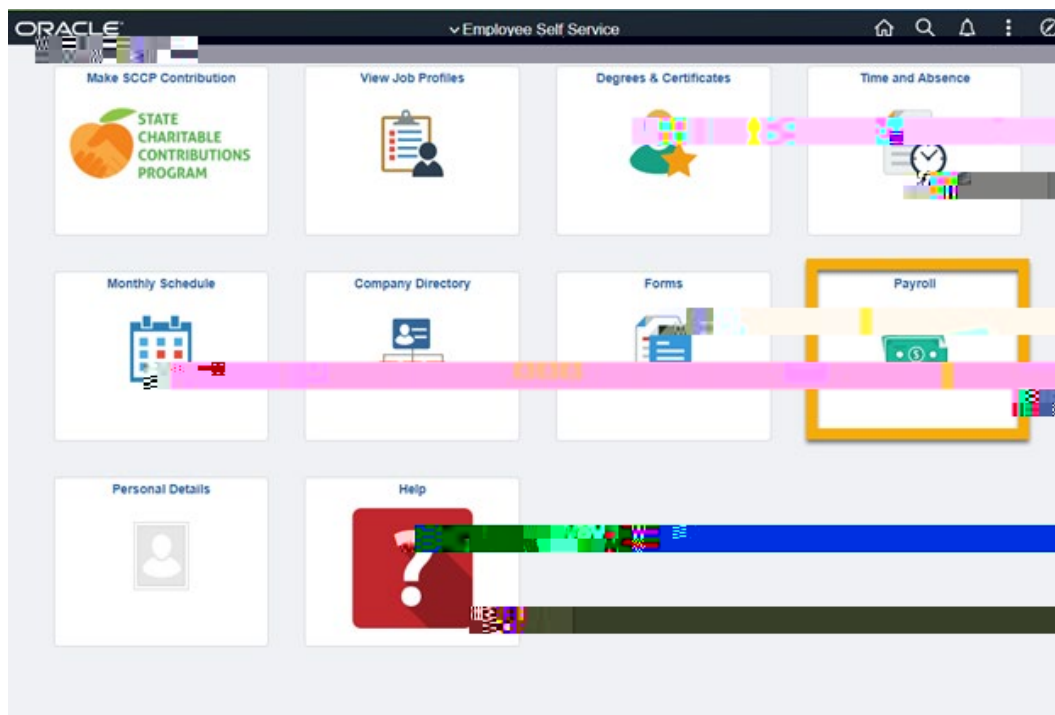
1. Log into **OneUSG Connect**.

### Navigation:

Employee Self Service > Payroll > Direct Deposit

2. Click on the **Payroll** tile.

**Note: Employee Self Service** tile options may vary depending on your employee type.



3. On the **Payroll** Dashboard click the **Direct Deposit** tile.

4. Review your existing Direct Deposit information.

**Notes:**

- a. **Remaining Balance:** The account that will be sent to PeopleSoft Financials for Travel & Expense reimbursements.
  - x All employees must have at least one (1) **Remaining Balance** deposit type.
  - x If the Remaining Balance account has a **Payment Method** of "Check", no



- d. When you open a new bank account you will need to change the **Payment Method** back to "Direct Deposit" and add the new bank account information.
  - x Select the Remaining Balance account row.
  - x For **Payment Method**



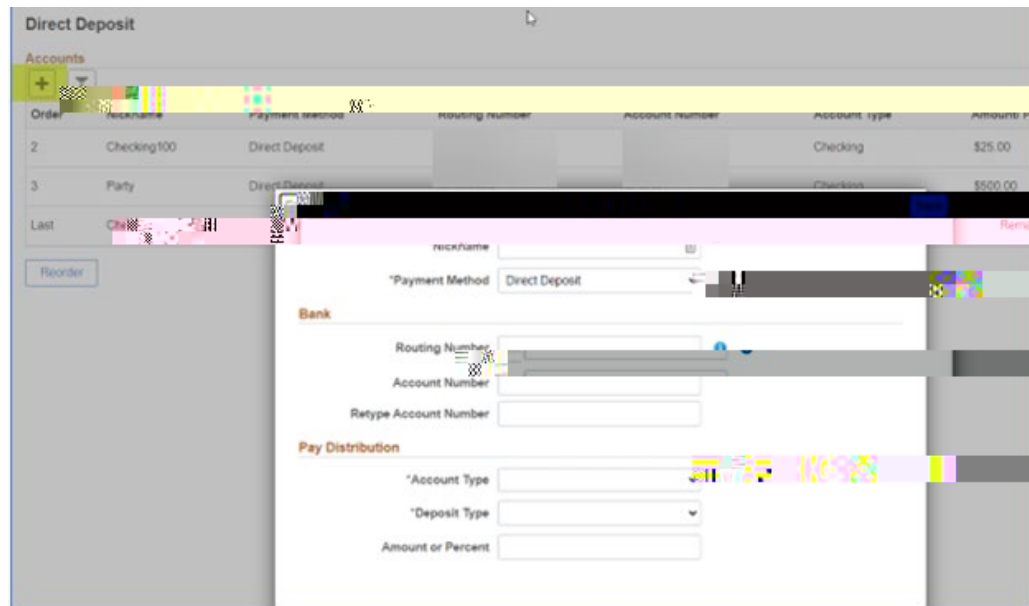
- c. Once the **Edit Account** window opens, add the new bank account information.
- d. Click **Save**.
- e. Next, click the aTpBDC -078o041.1 (k)l835976 0 Td{0. (Tp )Td12.3 (peo# (h( )0 Tc 0 T6.3 (c)590 T6.3 (c)

- x **Account Number.**
- x **Account Type.**
- x **Deposit Type** - select whether the deposit is based on a set "Amount" or a "Percent" of your net pay and enter the corresponding value.

d. Click **Save** when finished editing and the account will automatically update.

9. Add a Direct Deposit Account.

- a. On the **Direct Deposit Accounts** page, click the plus sign **+** to add a new direct deposit account.
- b. The **Add Account** window will open for you to add the bank account information.



- c. Add the following direct deposit account information:
  - x **Nickname.**
  - x **Routing Number.**
  - x **Account Number.**
  - x **Account Type.**
  - x **Deposit Type** - select whether the deposit is based on a set "Amount" or a "Percent" of your net pay and enter the corresponding value.





**Edit Account**

Cancel

\*Nickname

\*Pay

**Bank**

Routing Number

Account Number

Retype Account Number

**Pay Distribution**

\*Account Type

\*Deposit Type

Amount

Save

- d. Click **Yes** to confirm you are sure you want to remove the account.
- e. The account will automatically be removed from your **Direct Deposit Accounts** list.