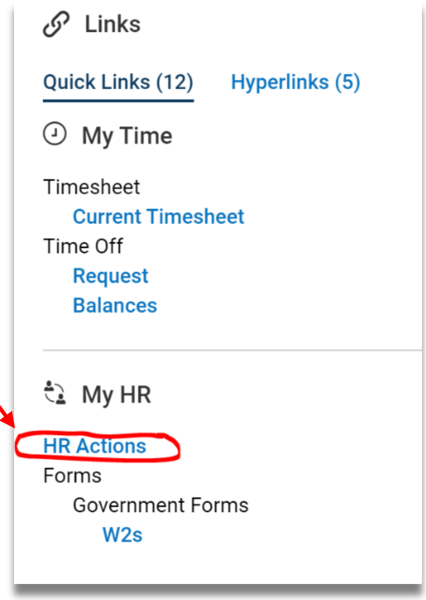
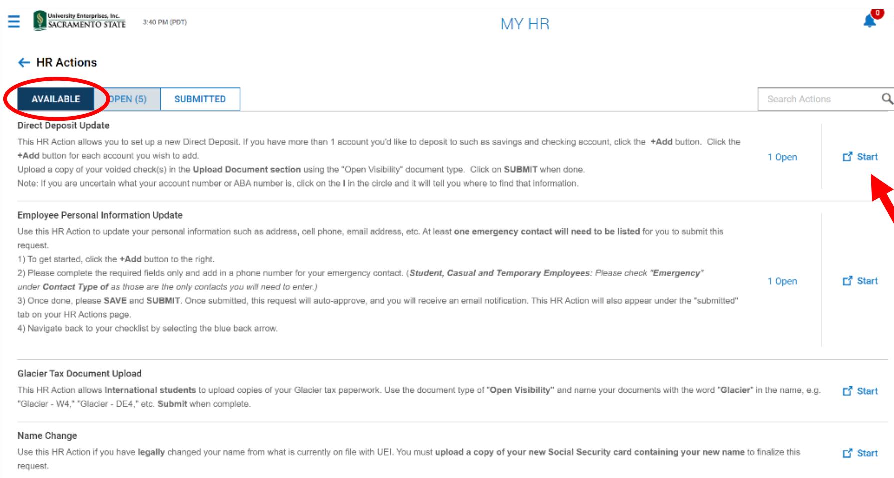
Updating Direct Deposit Information

1. From the main dashboard, scroll down to ***Links***. Within *Quick Links*, select ***HR Actions.***

2. Select the ***AVAILABLE*** tab within ***HR Actions***.

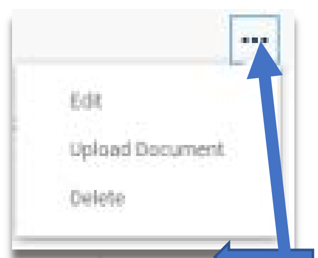


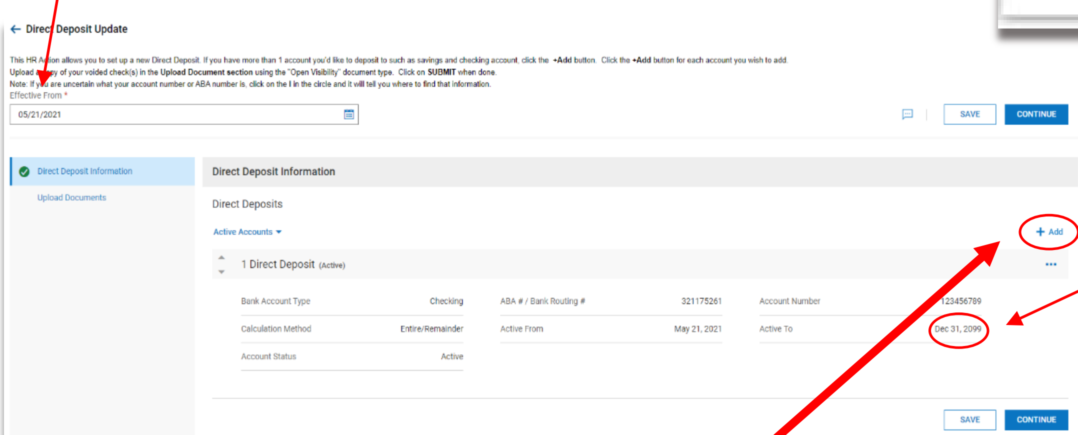


3. Select ***Start*** to the right of *Direct Deposit Update.*

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.

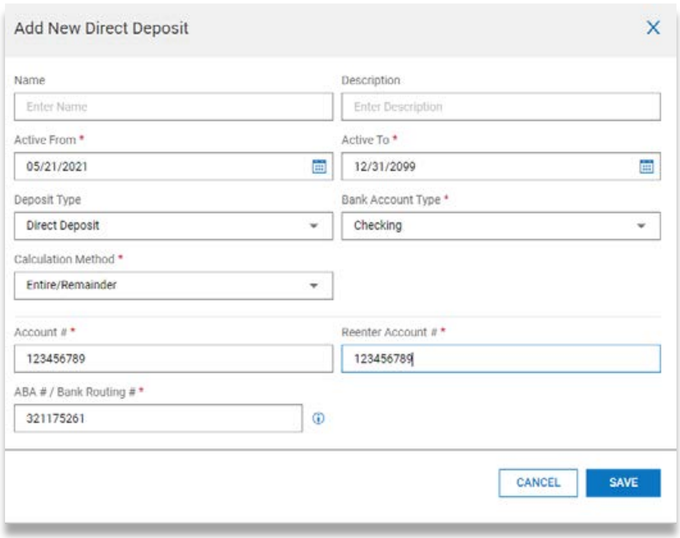




Important: When switching your direct deposit to new account, first edit ***Active To*** date to indicate when you want to have *current* account removed. Then add new account. Be sure that effective date for new account begins at least 1 day after current account's ***Active To*** date.

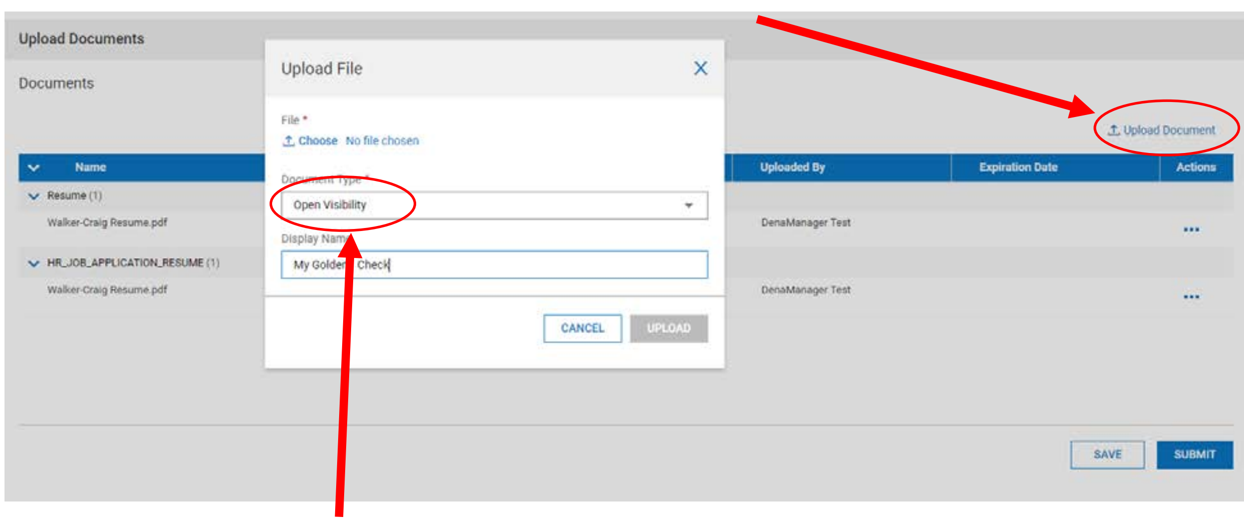
6. To add a new direct deposit account, select ***+Add***.

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



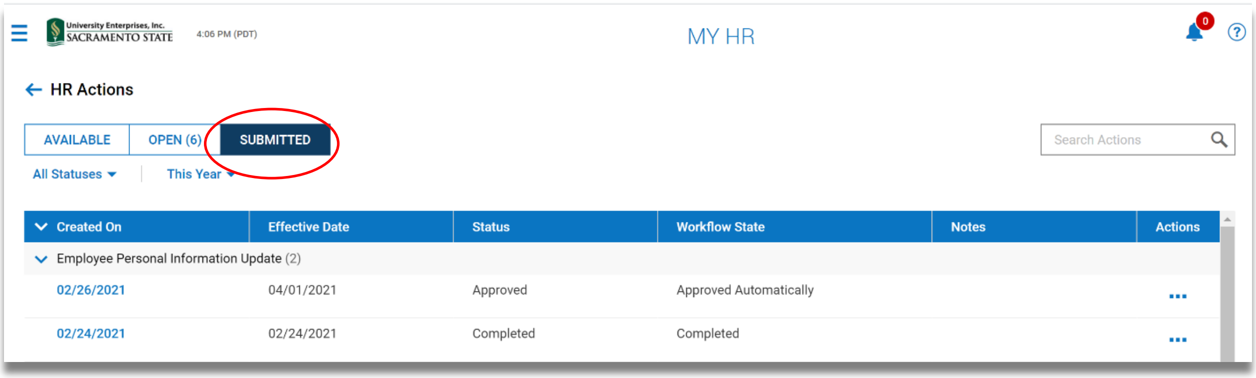
8. Be sure to ***SAVE*** and then select ***CONTINUE***.

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



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 <u>not</u> submitted.



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