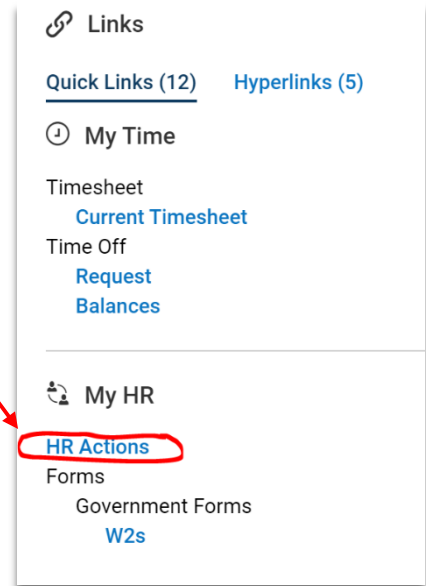
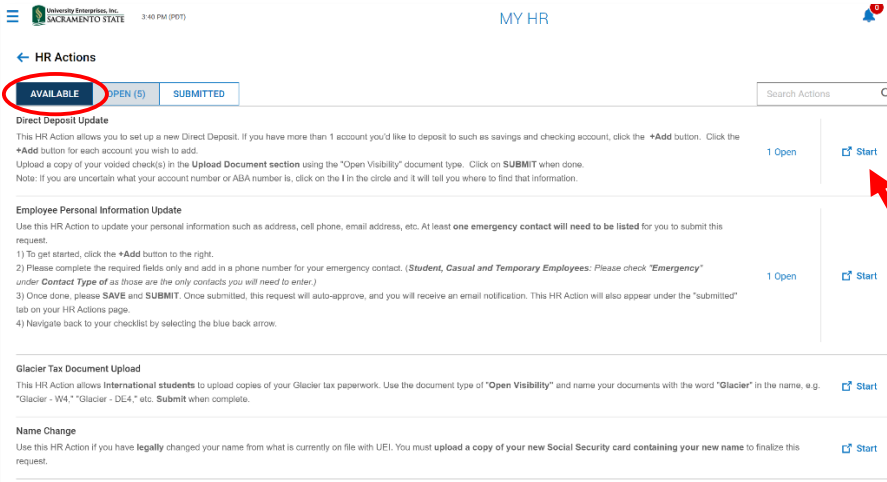


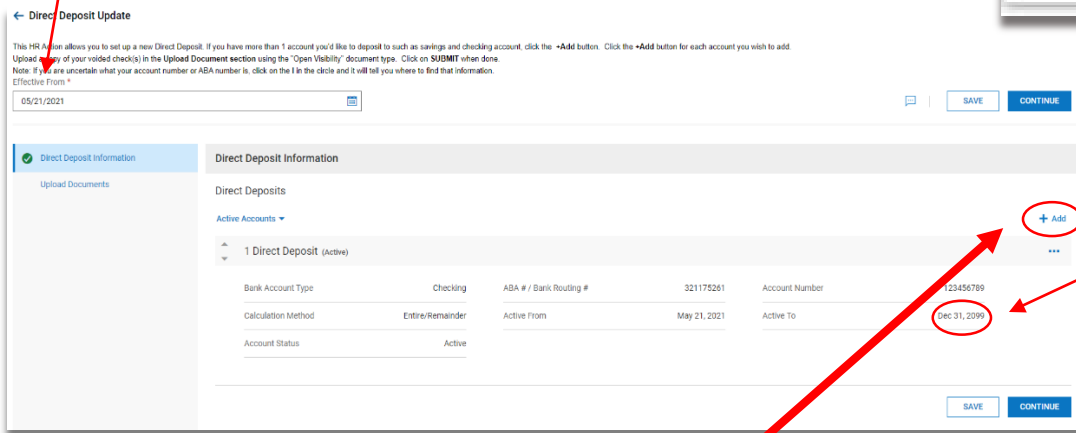
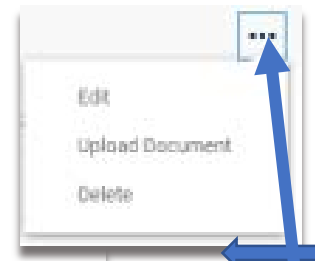
Updating Direct Deposit Information

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.



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:

Add New Direct Deposit

Name: Enter Name

Description: Enter Description

Active From: 05/21/2021

Active To: 12/31/2099

Deposit Type: Direct Deposit

Bank Account Type: Checking

Calculation Method: Entire/Remainder

Account #: 123456789

Reenter Account #: 123456789

ABA # / Bank Routing #: 321175261

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.

Upload Documents

Documents

Name
Resume (1)
Walker-Craig Resume.pdf
HR_JOB_APPLICATION_RESUME (1)
Walker-Craig Resume.pdf

Upload File

File *
Choose No file chosen

Document Type: Open Visibility

Display Name: My Golden Check

CANCEL UPLOAD

Upload Document

Uploaded By	Expiration Date	Actions
DenaManager Test		...
DenaManager Test		...

SAVE SUBMIT

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.

The screenshot shows the 'MY HR' interface for University Enterprises, Inc. Sacramento State. The page title is 'MY HR' and the time is 4:06 PM (PDT). The main heading is 'HR Actions'. Below this, there are three tabs: 'AVAILABLE', 'OPEN (6)', and 'SUBMITTED'. The 'SUBMITTED' tab is highlighted with a red circle. To the right of the tabs is a search box labeled 'Search Actions'. Below the tabs, there are two dropdown menus: 'All Statuses' and 'This Year'. The main content area is a table with the following columns: 'Created On', 'Effective Date', 'Status', 'Workflow State', 'Notes', and 'Actions'. The table contains two rows of data under the heading 'Employee Personal Information Update (2)'. The first row shows a request created on 02/26/2021, effective on 04/01/2021, with a status of 'Approved' and a workflow state of 'Approved Automatically'. The second row shows a request created on 02/24/2021, effective on 02/24/2021, with a status of 'Completed' and a workflow state of 'Completed'. Each row has a three-dot menu icon in the 'Actions' column.

Created On	Effective Date	Status	Workflow State	Notes	Actions
Employee Personal Information Update (2)					
02/26/2021	04/01/2021	Approved	Approved Automatically		...
02/24/2021	02/24/2021	Completed	Completed		...

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