

## **OneUSG Connect Job Aid**

## Updating Your Direct Deposit

Step	Command	Action								
1.	Login to:	OneUSG Connect								
2.	Select:	Employee Self Service								
		Select the Direct Deposit tile     Employee Self Service								
		Personal Details	1 Part	employee :	and the second of the second o	Monthly Schedule	-			
		Personal Details	Cregi	ees a cerimicales	Time and Absence	wonthly schedule				
				- 🚑 👘	0					
		Pay Paycheck Modeler Direct Deposit Taxes								
		💿 🌖 🏦 🚟								
		Last Pay Date 0 Compensation His		pany Directory	Forms	Help	-			
				23	( <b>2</b> )	2				
		50	5	808						
Revie	w Direct De	oosit Autho	orizations							
1.	Select:	• Or	n the <b>Direc</b>	t Deposit pag	ge, review the list	t of current au	thoriz	zations for		
		ele	ectronicall	y depositing e	employee paycl	necks. Make r	note c	of <b>Deposit</b>		
		Or	der/Balan	ce of Net Pay	Account.					
		Direct Dep	posit							
		Poviow, add or	undata your direct	deposit information.						
		Direct Depos		deposit information.						
			Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order	Edit	Remove		
		Checking		XXXXXXXXXXX	Balance of Net Pay	200	0	Î		
		Add Acc	ount							
Add o	a Direct Dep	osit Autho	rization							
1.	Select:	On th	e Direct De	eposit page, o	click the <b>Add Ac</b>	count button	. NOT	E: There is a		
					accounts for On					
	··· ·									

	Direct Deposit					
	Review, add or update your direct	t denosit information				
	Direct Deposit Details	deposit information.				
	Account Type Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order	Edit	Remove
	Checking	xxxxxxxxxx	Balance of Net Pay	200	0	Î
	Add Account					
2. Select:	• To onsure the in	formation is cou	ractly optara	d click the Vie	w Cho	ock.
z. Select:	To ensure the in	formation is col	rectly entered	a, click the <b>vie</b>	ew Che	CK
	<b>Example</b> link an	d identify the <b>R</b>	outing Numbe	er and Bank A	ccoun	t Numbe
	-					
	on the sample o	check.				
	Yes De La George					
	Your Bank Information					
	Routing Numb	er	Viev	v Check Example		
	_			oneen Example		
	Check Example					
	The Routing Number and Accoun	it Number can be obtai	ned from your check	. At the bottom of a d	check, the	re are
	three groups of numbers. The firs	st group contains the n				
	number, and the third is the chec	k number.				
		9999				
		9999				
		9999				
		9999				
		9999				
		9999				
	1 2					
	1 2 1 - Routing Number					
	1 2					
	1 2 1 - Routing Number					
	1 2 1 - Routing Number					
	1 2 1 - Routing Number					
	1 2 1 - Routing Number 2 - Account Number					

3. Select:	Click the <b>Return</b> button to close the <b>Check Example</b> page.
	Check Example
	The Routing Number and Account Number can be obtained from your check. At the bottom of a check, there are three groups of numbers. The first group contains the nine digit routing number, the second provides the account number, and the third is the check number.
	9999 9999 1 1 2 1 - Routing Number 2 - Account Number
	Return
4. Complete:	On the Add Direct Deposit page, click the Routing Number field and enter
	the 9-digit identifier assigned to your bank by the Federal Reserve.
	Your Bank Information
	Routing Number View Check Example
5. Complete:	Click the Account Number field and enter the account number assigned to
	you by your bank.
	Distribution Instructions
	Account Number
	Retype Account Number
	*Account Type
	*Deposit Type
	Amount or Percent
	*Deposit Order (e.g. 100 = 1st Processed, 200 = 2nd Processed)
	Submit

6. Complete:	Click or tab the Retype Account Number field and re-enter the account
	number assigned to you by your bank.
	Distribution Instructions
	Account Number
	Retype Account Number
	*Account Type
	*Deposit Type
	Amount or Percent
	*Deposit Order (e.g. 100 = 1st Processed, 200 = 2nd Processed)
	Submit
7. Select:	Click the Drop Down icon associated with the Account Type field and
	select the appropriate item from the listing.
	Distribution Instructions
	Account Number
	Retype Account Number
	*Account Type
	*Deposit Type
	Amount or Percent
	*Deposit Order (e.g. 100 = 1st Processed, 200 = 2nd Processed)
	Submit
8. Select:	Click the <b>Drop Down</b> icon associated with the <b>Deposit Type</b> field and select
	the appropriate item from the listing. NOTE: Employees must have one (and
	only one) balance-of-net-pay deposit type. This is the account reference in
	step 1 (review direct deposit authorizations).

	Distribution Instructions
	Account Number
	Retype Account Number
	*Account Type
	*Deposit Type
	Amount or Percent
	*Deposit Order (e.g. 100 = 1st Processed, 200 = 2nd Processed)
	Submit
9. Select:	Click the Amount or Percent field and enter the specific amount or
	percentage of your <b>Net Pay</b> to deposit.
	NOTE: For balance-of-net-pay deposit types, leave the Amount or Percent field
	blank.
	Distribution Instructions
	Account Number
	Retype Account Number
	*Account Type
	*Deposit Type
	Amount or Percent
	*Deposit Order (e.g. 100 = 1st Processed, 200 = 2nd Processed)
	Submit
10. Select:	Click the <b>Deposit Order</b> field and enter a sequence number from 1 to 999
	(first to last, respectively), to indicate the priority of this direct deposit
	authorization.
	NOTE: The Deposit Order for balance-of-net-pay deposit types should always be
	999.
	///.

	Distribution Instructions
	Distribution Instructions   Account Number   Retype Account Number   *Account Type   *Deposit Type   *Deposit Type   *Deposit Order   (e.g. 100 = 1st Processed, 200 = 2nd Processed)
11. Select:	<ul> <li>Click the Submit button. NOTE: Employees can only make one change and/or addition in Direct Deposit each day.</li> <li>Distribution Instructions</li> </ul>
	Account Number Retype Account Number *Account Type *Deposit Type Amount or Percent *Deposit Order (e.g. 100 = 1st Processed, 200 = 2nd Processed)
	Submit
12. Select:	<ul> <li>The system displays an informational message, indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and click the <b>Submit</b> button again, as needed.</li> <li>When the message indicates the save process was successfully completed, click the <b>OK</b> button.</li> </ul>

		Message							
		Account Number and Transit Number required for a direct deposit. (2001,559) Account Number and Transit Number are blank and Account Type isn't 'Issue Check'. This is an invalid combination. If Account Type is 'Issue Check', select 'Issue Check' from the Direct Deposit Account Type drop down list and leave Account Number and Transit Number blank. If Account Type is 'Checking' or 'Savings', enter an Account Number and Transit Number.							
Edit a	Direct Depos	sit Author	ization						
1.	Select:			<b>Deposit</b> page	click the <b>Edi</b>	licon a	sociat	ed wit	h the direct
1.	Jereet.						5500101		
			•	orization to be			,		
				an only make o	one change a	nd/or c	additioi	n in Dir	ect Deposit
		each dc	ıy.						
		Direct De	posit						
		_	r update your direct o	deposit information.					
		Direct Depo		Account Number	Deposit Type	Amount or	Deposit	Edit	Remove
		Account Type	Routing Number	Account Number	Balance of Net	Percent		Luit	_
		Checking		XXXXXXXXXXX	Pay		200		1
		Add Ad	count						
2.	Complete:	• 0	n tha Chan	ge Direct Depo			00000	anych	anaos to tho
۷.	complete.			•	sii page, mai	ke uny	necess		unges to me
			uthorization						
		NOTE: To	update the	e account nun	nber, click the	Edit Ac	count	Numb	<b>er</b> checkbox
		and pop	oulate the A	ccount Numbe	er and Retype	Accou	nt Nun	<b>nber</b> fie	əlds.

	Direct Deposit	
	Change Direct Deposit	
Y	Your Bank Information	
	Routing Number View Check Example	
[	Distribution Instructions	
	Edit Account Number	
	Account Number XXXXXXXXX	
	Retype Account Number	
	*Account Type Checking	
	*Deposit Type Balance of Net Pay	
	Amount or Percent	
	*Deposit Order 200 (e.g. 100 = 1st Processed, 200 = 2nd Processed)	
	Submit	
3. Select:	Then, click the <b>Submit</b> button	
Di	Direct Deposit	
	Change Direct Deposit	
	Change Direct Deposit	
	Your Bank Information	
Y	Your Bank Information	
Y	Your Bank Information           Routing Number         View Check Example	
Y	Your Bank Information         Routing Number       View Check Example         Distribution Instructions	
Y	Your Bank Information         Routing Number       View Check Example         Distribution Instructions         □ Edit Account Number	
Y	Your Bank Information         Routing Number       View Check Example         Distribution Instructions         Edit Account Number         Account Number         XXXXXXXXXI         Retype Account Number         *Account Type         Checking	
Y	Your Bank Information Routing Number View Check Example Distribution Instructions Edit Account Number Account Number XXXXXXXXI Retype Account Number	
Y	Your Bank Information         Routing Number         View Check Example         Distribution Instructions         Edit Account Number         Account Number         Account Number         *Account Number         *Account Type         Checking         *Deposit Type         Balance of Net Pay         Amount or Percent	
Y	Your Bank Information         Routing Number       View Check Example         Distribution Instructions         Edit Account Number         Account Number         Account Number         *Account Number         *Account Type         Checking         *Deposit Type	
Y	Your Bank Information         Routing Number         Distribution Instructions         Edit Account Number         Account Number XXXXXXXXI         Retype Account Number         *Account Type Checking         *Deposit Type Balance of Net Pay         *Deposit Order 200         (e.g. 100 = 1st Processed, 200 = 2nd Processed)	
Y	Your Bank Information         Routing Number         View Check Example         Distribution Instructions         Edit Account Number         Account Number         Account Number         *Account Number         *Account Type         Balance of Net Pay         * Deposit Type	

4.	Review and	<ul> <li>The system displays an informational message, indicating the submittal</li> </ul>							
	Select:	process was successful or identifying errors which must be corrected.							
Resolve any noted issues and click the Submit button again,								s needed.	
		• When the message indicates the save process was successfully completed,							
		click the <b>OK</b> button.							
Delet	e a Direct De	posit Auth	orization						
1.	Select:	• On the <b>Direct Deposit</b> page, click the <b>Delete</b> icon associated with the direct							
		deposit authorization to be removed.							
		Direct Dep	osit						
		Direct Dep	JUSIC						
		Review, add or i Direct Depos		deposit information.					
		Account Type		Account Number	Deposit Type	Amount or Deposit Percent Order	Edit	Remove	
		Checking		XXXXXXXXX	Balance of Net Pay	200	0	Î	
		Add Acc	ount		,				
2.	Review and	• Th	o system d	isplays ap infor	mational mar	ago arking v		onfirm the	
۷.	Select:	The system displays an informational message, asking you to confirm the							
		deletion request. Click the <b>Yes</b> button to proceed; click the <b>No</b> button to abort the deletion task.							
				isplays an infor	mational mar	ago indicativ	na tha c	submittal	
				. ,		0	U		
				successful or ic					
		ĸe	solve dry	noted issues dr	d click the <b>Submit</b> button again, as needed.				
3.	Select:	- \\/k	an tha ma		as the serve pr			v o o populata d	
5.	Select:		ck the <b>OK</b>	essage indication	es me save pro	ocess was suc	Cession	y completed,	
		Cili		bullon.					
	Complete the	Taskando	ing Out of A						
4.	Complete the	e Task and S	ign Out of A	pplication					
5.	Select:			ting in the system	, sign out of the	application by cli	icking the	e Action List	
		ICO	n on the Nav	/Bar.					
		My Pre	eferences						
		Sign O	Nut						
		Sign O	/ut						

