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
Review Direct Deposit Authorizations		
1.	Select:	• On the **Direct Deposit** page, review the list of current authorizations for electronically depositing employee paychecks. Make note of **Deposit Order/Balance of Net Pay Account**.
Add a Direct Deposit Authorization		
1.	Select:	• On the **Direct Deposit** page, click the **Add Account** button. *NOTE: There is a limit of five (5) direct deposit accounts for OneUSG Connect.*
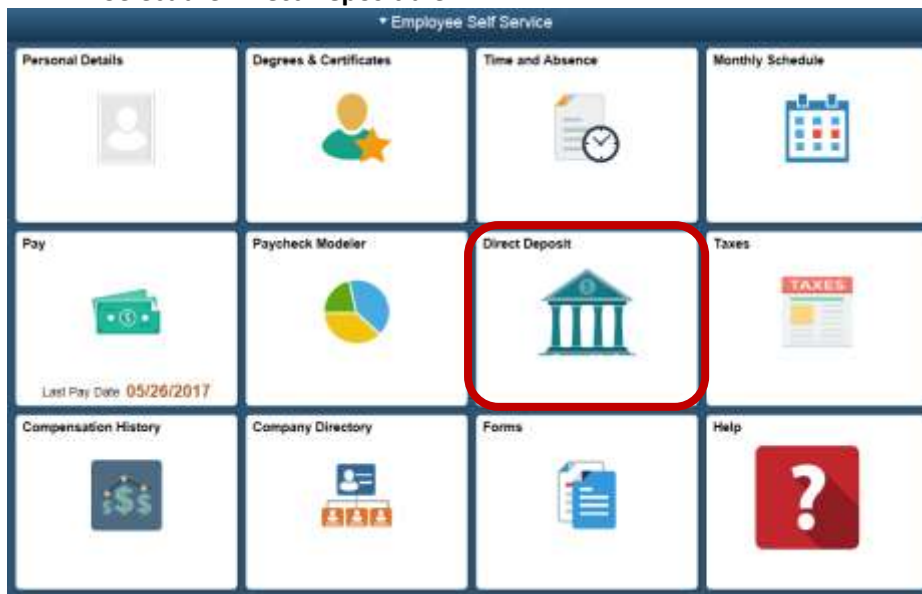
Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking		XXXXXXXXX	Balance of Net Pay		200	🖉	🗑

Add Account

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2. Select:
   - To ensure the information is correctly entered, click the **View Check Example** link and identify the **Routing Number** and **Bank Account Number** on the sample check.

Your Bank Information

Routing Number [   ]   View Check Example

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
                                          _____

_____   I _____

_____

____  _____    _____

⑈999999999  ⑈999 999 999⑈  9999
        1                  2
1 - Routing Number
2 - Account Number
```
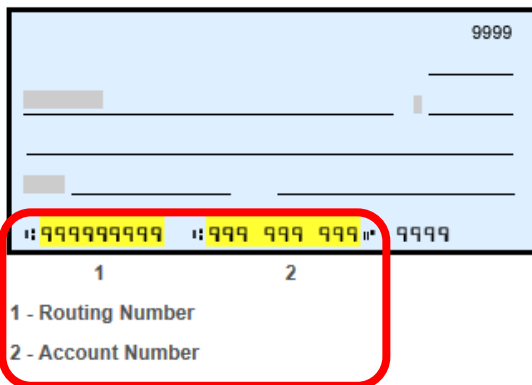
Return

3.	Select:	• Click the **Return** button to close the **Check Example** 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.
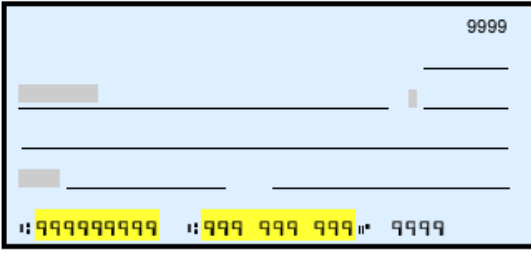
9999

⑈999999999   ⑈999 999 999⑊   9999
         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 **Drop Down** icon associated with the **Deposit Type** 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 **Net Pay** 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 **Deposit Order** 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

Account Number	[_____]
Retype Account Number	[_____]
*Account Type	[▼]
*Deposit Type	[▼]
Amount or Percent	[_____]
*Deposit Order	[___] (e.g. 100 = 1st Processed, 200 = 2nd Processed)

[Submit]

11.	Select:	• Click the **Submit** button. NOTE: Employees can only make one change and/or addition in Direct Deposit each day.

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]

12.	Select:	• 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 **Submit** button again, as needed.
		• When the message indicates the save process was successfully completed, click the **OK** button.

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.

OK

Edit a Direct Deposit Authorization	
1. Select:	• On the **Direct Deposit** page, click the **Edit** icon associated with the direct deposit authorization to be updated. *NOTE: Employees can only make one change and/or addition in Direct Deposit each day.* Direct Deposit Review, add or update your direct deposit information. **Direct Deposit Details** 	Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove	 	Checking		XXXXXXXXX	Balance of Net Pay		200	✏	🗑	 Add Account
2. Complete:	• On the **Change Direct Deposit** page, make any necessary changes to the authorization. *NOTE: To update the account number, click the **Edit Account Number** checkbox and populate the **Account Number** and **Retype Account Number** fields.*

Direct Deposit

Change Direct Deposit

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]

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3. Select: • Then, click the **Submit** button

Direct Deposit

Change Direct Deposit

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]

4.	Review and Select:	• 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 **Submit** button again, as needed. • When the message indicates the save process was successfully completed, click the **OK** button.

Delete a Direct Deposit Authorization

|		
1.	Select:	• On the **Direct Deposit** page, click the **Delete** icon associated with the direct deposit authorization to be removed. Direct Deposit Review, add or update your direct deposit information. **Direct Deposit Details** | Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
---	---	---	---	---	---	---	---
Checking		XXXXXXXXX	Balance of Net Pay		200	✏	🗑	 Add Account
2.	Review and Select:	• The system displays an informational message, asking you to confirm the deletion request. Click the **Yes** button to proceed; click the **No** button to abort the deletion task. • 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 **Submit** button again, as needed.
3.	Select:	• When the message indicates the save process was successfully completed, click the **OK** button.
4.	**Complete the Task and Sign Out of Application**	
5.	Select:	• If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**. 🏠 🔍 🚩 ☰ ⊙ My Preferences Sign Out
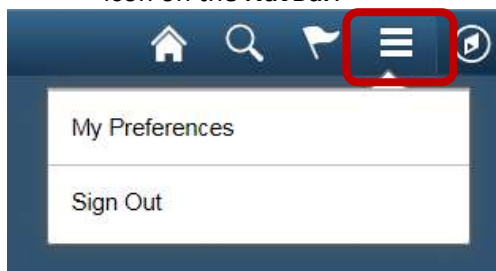
6. Select: •   Click the **Sign Out** option in the listing.