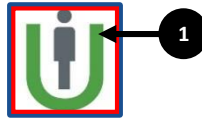


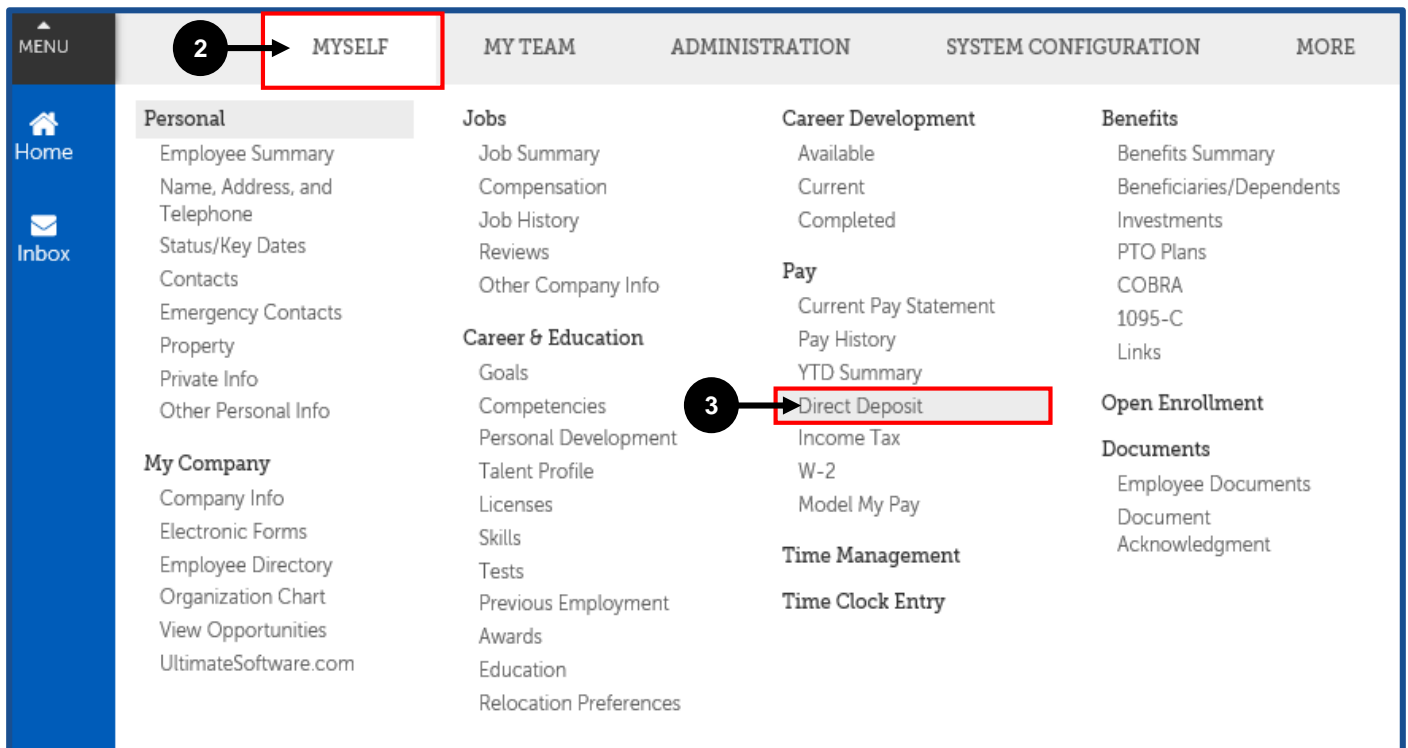
UltiPro: Direct Deposit Job Aid

This job aid is intended for NSM employees to utilize when enrolling in direct deposit in UltiPro.

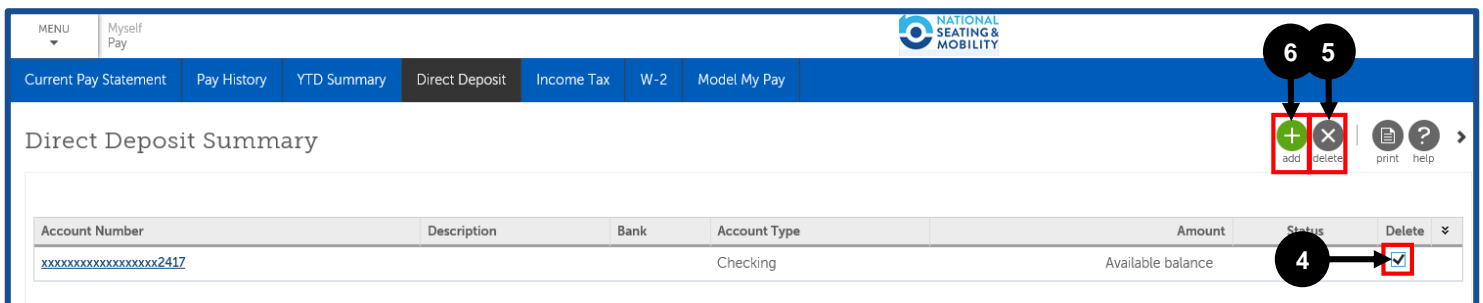
1. Click the UltiPro icon on your desktop.



2. Choose **Myself** from the Main Menu.
3. Choose **Direct Deposit** from the Pay category.



4. Check the delete box if you desire to remove the account listed.
5. Click **Delete**.
6. To add a new account, click **Add**.



UltiPro: Direct Deposit Job Aid

7. Enter the **Bank Name**.
8. Enter the account **Routing number**.
9. Enter the **Account number**.
10. Select the **Account type** (checking, debit card or savings) from the Account type drop-down menu.
11. To enter a specific dollar amount, select **Flat Amount** and enter the desired dollar amount to be direct deposited.
12. To enter a specific percentage amount, select **Percent amount** and enter the desired percentage to be direct deposited.
13. To direct deposit to multiple accounts, select **Available** to deposit the remainder of pay to this account.
14. Click **Save**.

The screenshot shows the 'Direct Deposit Detail' form in the UltiPro system. The form is titled 'Direct Deposit Detail' and has a navigation bar at the top with tabs for 'Current Pay Statement', 'Pay History', 'YTD Summary', 'Direct Deposit', 'Income Tax', 'W-2', and 'Model My Pay'. The 'Direct Deposit' tab is selected. Below the navigation bar, there are icons for 'save', 'reset', 'cancel', 'print', and 'help'. The 'save' icon is highlighted with a red box and a callout '14'. The form fields are as follows:

- Description:
- Status: Active
- *Amount: Flat Amount
- Bank name: (Callout 7)
- Routing number: (Callout 8)
- Account number: (Callout 9)
- Account type: (Callout 10)
- *Amount: Percent amount (Callout 12)
- *Amount: Available balance (Callout 13)

Callout 11 points to the 'Flat Amount' radio button and its corresponding input field.