## **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.



3. Choose Direct Deposit from the Pay category.

MENU	2 Myself	MY TEAM	ADMINISTRATION SYSTEM	CONFIGURATION MORE		
Home	Personal Employee Summary Name, Address, and Telephone Status/Key Dates Contacts Emergency Contacts	Jobs Job Summary Compensation Job History Reviews Other Company Info Career & Education	Career Development Available Current Completed Pay Current Pay Statement Pay History	Benefits Benefits Summary Beneficiaries/Dependents Investments PTO Plans COBRA 1095-C		
	Property Private Info Other Personal Info <b>My Company</b> Company Info Electronic Forms Employee Directory Organization Chart View Opportunities UltimateSoftware.com	Goals Competencies Personal Developmen Talent Profile Licenses Skills Tests Previous Employment Awards Education Relocation Preference	3 → Direct Deposit Income Tax W-2 Model My Pay Time Management t Time Clock Entry	Links Open Enrollment Documents Employee Documents Document Acknowledgment		

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

MENU Myself ▼ Pay						•	SEATING & MOBILITY	6 5	
Current Pay Statement	Pay History	YTD Summary	Direct Deposit	Income Tax	W-2	Model My Pay		ÝÝ	
Direct Deposit Summary								add delete	print help >
Account Number			Description		Bank	Account Type	Amount	Status	Delete ¥
xxxxxxxxxxxxxxxxxxxxxxx2417						Checking	Available balance	4	
								•	



## **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.

Current Pay Statement	Pay History	YTD Summary	Direct Deposit	Income Tax	W-2	Model My	Pay
Direct Deposi	t Detail		14	save reset	O cancel	print Pelp	>
Description			Status	Active	~		
e.g., "My College Fund"		11-	•Amount • Flat Amount	•			
Bank name 7	→	12	O Percent amount				
Routing number 8	→	13	Available balance	e			
Account number 9	→						
Account type 10	Checking Debit Card Savings						

