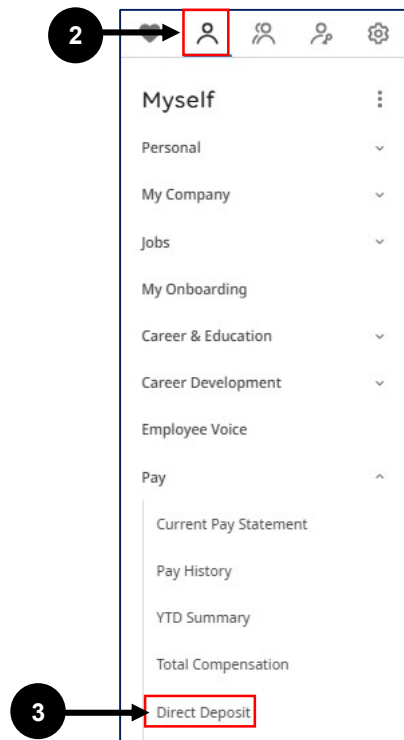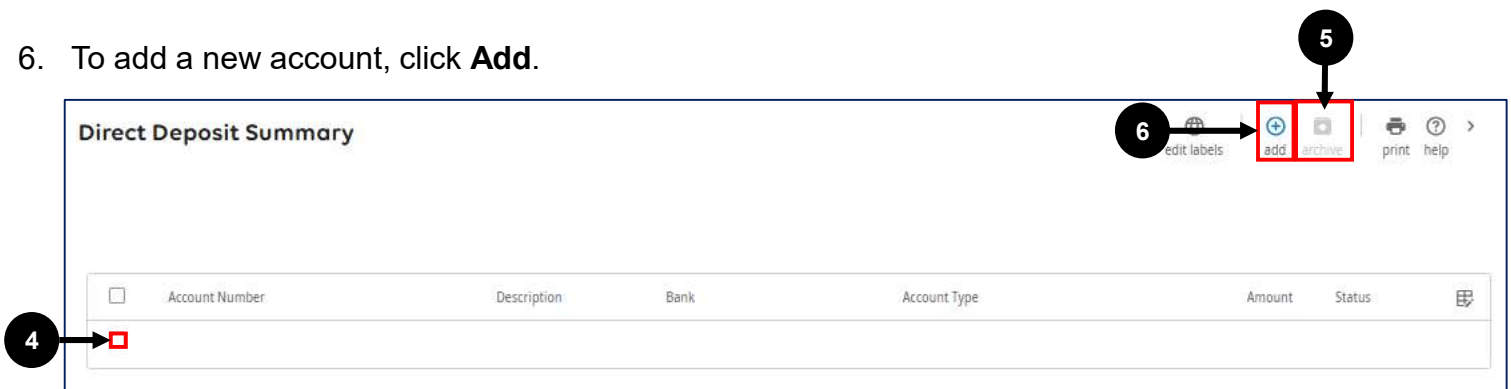# UKG: Direct Deposit Job Aid

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

1. Log into **UKG**.

2. Choose **Myself** from the Main Menu.

3. Choose **Direct Deposit** from the Pay category.

4. Check the box next to the account you wish to archive if you desire to remove the account listed.

5. Click **archive**.

6. To add a new account, click **Add**.

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7. Enter the **Bank Description**.

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 Balance** to deposit the remainder of pay to this account.

14. Click **Save**.