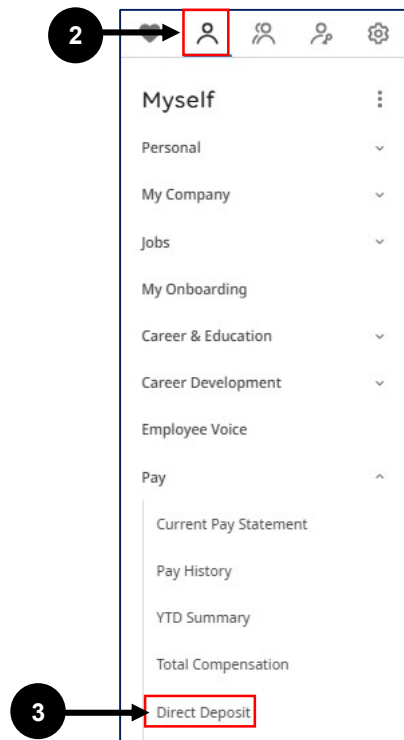


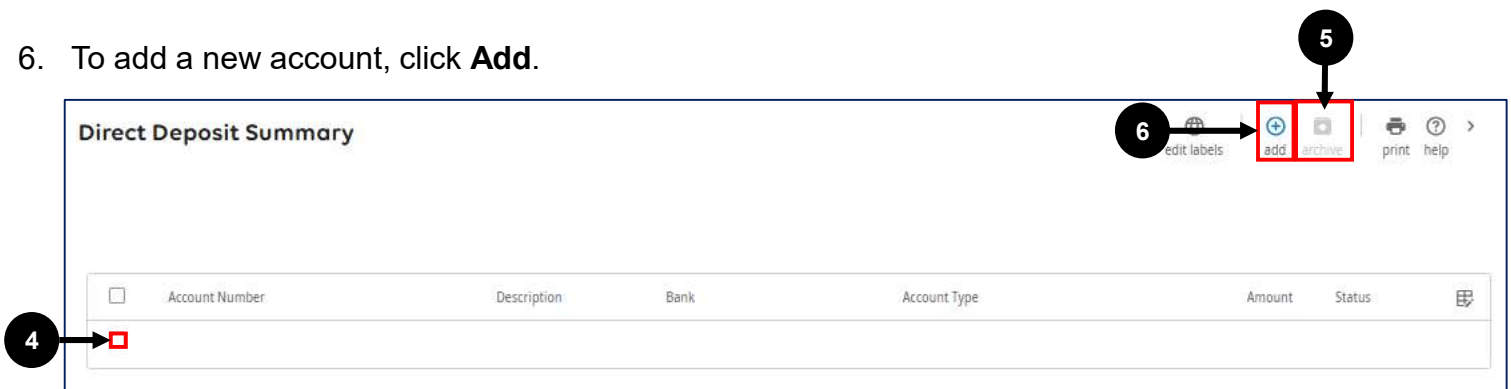
UKG: Direct Deposit Job Aid

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**.

The screenshot shows the 'Direct Deposit Detail' form. At the top right, there is a toolbar with icons for 'edit labels', 'save', 'reset', 'cancel', 'print', and 'help'. A black circle with the number '14' points to the 'save' button, which is highlighted with a red box. On the left side, there is a 'Description' field with a placeholder 'e.g., "My College Fund"'. Below it are four fields: 'Bank description', 'Routing number', 'Account number', and 'Account type'. Each of these four fields is highlighted with a red box and has a black circle with a number pointing to it: 7 for 'Bank description', 8 for 'Routing number', 9 for 'Account number', and 10 for 'Account type'. On the right side, there is a 'Status' dropdown menu set to 'Active'. Below it is a section for '*Amount' with three radio button options: 'Flat Amount', 'Percent amount', and 'Available balance'. Each of these three options is highlighted with a red box and has a black circle with a number pointing to it: 11 for 'Flat Amount', 12 for 'Percent amount', and 13 for 'Available balance'.