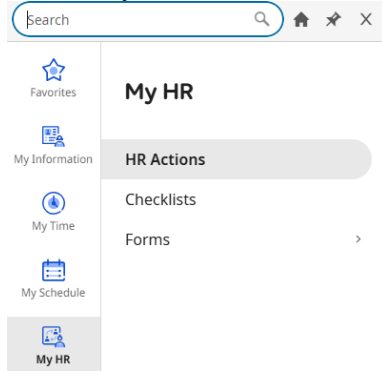# How To Change Direct Deposit

1. Login to UKG
2. Click the menu in the upper left corner.

3. Select My HR > HR Actions

4. Click Start to the Left of the Direct Deposit Change HR Action
5. Edit or delete Current Direct Deposit(s) using the edit pencil icon.
6. To remove a direct deposit, change the Active To date to the last day of the Direct Deposit.
7. To Add a direct deposit, Click +Add
   a. Enter the Active From date. Leave the Active to Date.
   b. Select the Bank Account Type
   c. Select the Calculation Method
   d. Enter the Amount.
   e. Enter the Account #
   f. Enter and verify the Routing #.
   g. Click Save
8. **IMPORTANT:** When adding a new direct deposit, scroll down and click Upload Document. You must upload account verification showing BOTH the Account Number and Routing Number. Failure to upload supporting documents will result in rejection of the change request.
9. Click Submit.

Note: Do not submit a direct deposit change after Thursday the week before payroll or Monday through Friday of a payroll week. This may result in disruption of your direct deposit.

If an urgent change needs to be made, please contact payroll at 218-312-1562 or Human Resources at 218-312-1574.