

How to Change my Direct Deposit, Contact Information, Last Name, or Marital Status in UKG

1. Click on the hamburger icon in the upper left corner of your UKG dashboard.



2. Follow this Navigation Path:

My Info Tab > My HR > HR Actions

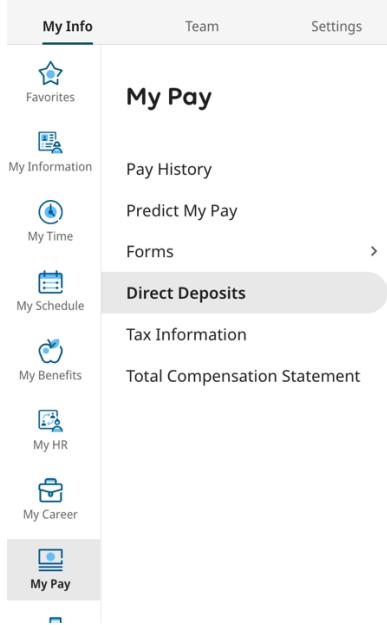
A screenshot of the UKG dashboard showing the navigation path. At the top, there is a horizontal navigation bar with three tabs: "My Info" (which is underlined and highlighted in blue), "Team", and "Settings". Below this, on the left side, is a vertical sidebar with several icons and labels: "Favorites" (star icon), "My Information" (document icon), "My Time" (clock icon), "My Schedule" (calendar icon), "My Benefits" (apple icon), "My HR" (person icon, which is highlighted with a blue border), "My Career" (briefcase icon). The main content area is titled "My HR" and contains a list of options: "HR Actions" (which is highlighted with a gray rounded rectangle), "Checklists", "Forms" (with a right-pointing arrow), "Contracts", "Delegations", "My Inventory", "Background Check" (with a right-pointing arrow), "Opt-Out Agreements", and "Surveys".

3. Select START on the right-hand side of the specific section you want to make changes to. "Personal Information Update" or "Name Change Update" or "Professional Development Reimbursement", etc. Follow the prompts to make your changes.

4. Click SAVE after making your changes and submit for approval.

To Change your Direct Deposit in UKG:

- Click on “My Info” > My Pay > Direct Deposits



- Click on the pencil next to the account you want to remove as you will not be able to edit any routing numbers or account numbers. You will have to deactivate the direct deposit.
- To deactivate your direct deposit, you must add an ‘Active To’ date of today.
- Click Save
- To add a new account: Click on the +ADD on the top right.
- The Active from and Active To dates do not need to be changed.
- Fill out all the information and click save.
- **NOTE: if you have MULTIPLE direct deposits, your TOTAL must equal 100% of your pay. If it does not, you cannot add this new account.**