

SOP HR #16	Changing Direct Deposit Account YMCA of the Fox Cities	Effective Date: 01/01/2021
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SOP Purpose: To clarify how employees can change their direct deposit account information.

Applicability: All Employees

Policies:

- To change employee direct deposit information

Keyword Definitions:

- Direct deposit account change

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1. Login to your UKG (Kronos) account and navigate to:
My HR – HR Actions – Direct Deposit Change
 2. Find your current direct deposit and click on the pencil icon to edit.
 3. Change the “Active To” date on your current direct deposit to yesterday’s date and SAVE.
 4. Click +Add – to add a new direct deposit account.
 5. Enter the Active From date as today’s date.
 6. Enter the active to date as 12/31/9999.
 7. Deposit type must be **Direct Deposit**.
 8. Bank Account Type - Select Checking or Savings
 9. Calculation Method – change to Entire/Remainder. (If you are submitting multiple direct deposit accounts you would need to change the calculation method and percentages)
 10. Account # - enter your full bank account number.
 11. Reenter bank account number
 12. Bank Routing# - enter your bank routing number.
 13. Save
 14. Submit