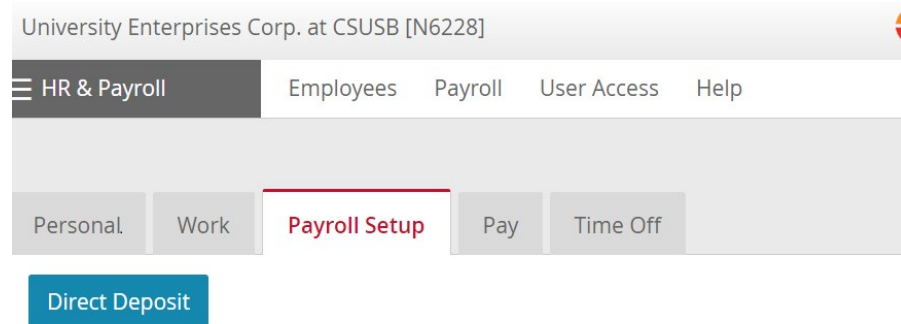


UEC PAYROLL at CSUSB

How to Enter Direct Deposit Information in Paylocity?

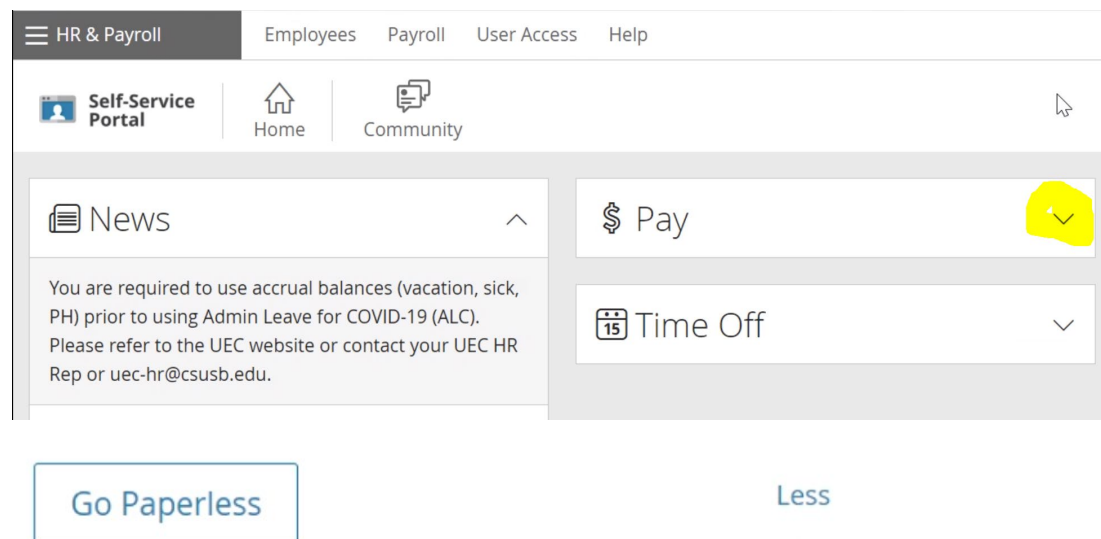
Access your user account in Paylocity.com

Choose: **Employees - Employee Payroll File – Payroll Setup – Direct Deposit**



or

Use your drop down menu from **\$ Pay Option – Direct Deposit**



[Direct Deposit Accounts](#)

[View Checks](#)

[Tax Forms](#)

[Direct Deposit](#)

Enter the routing and account number correctly (please double check the entry) and click **SAVE**.

Add or Edit Account

Add New Direct Deposit Account ▾

Bank Account

Account Type
Checking ▾

Account Number

Name on Account

Name should match the name on file with your banking institution



Save

Delete

Routing Number

Bank Name

Account Description
-- Select -- ▾

Pre-Note Date
 ☐ Skip Pre-Note

Block Special?
☐

☐ Additional Deposit Account

Amount Type
-- Select -- ▾

Amount