Common Action Memo

CAM-PY004

January 16, 2025

How to Review and Update Your Direct Deposit

Introduction

This job aid describes how to review your direct deposit information and will also guide you through the necessary steps to set up new direct deposit account(s) in OneUSG or to edit any accounts that may already exist.

> *Please note: Employees of Kennesaw State University are required, under Board of Regents policy 7.5.1.1 to enroll in direct deposit within 30 days of hire and remain enrolled in direct deposit for the remainder of their employment. Direct deposit into valid, active accounts ensures that your net pay is deposited into your selected account(s) on the date of pay and will eliminate the risk of a delayed pay if a paper check is lost or misdirected in the mail (which can take a week to 10 days to be replaced). Failure to set up your direct deposit in a timely manner will result in your funds being sent as a paper check to the home address listed in OneUSG under the Personal Details tile, so, please make sure this address is accurate.*

**Please note the following additional security changes that were implemented in 2024 regarding Direct Deposit changes:

- ❖ Given the growing threat of cyber-fraud and to protect your personal information, **you will not be able to update your direct deposit information unless you are connected to a secure campus network**.
    - ○ If you cannot physically be present on a USG campus, you will need to contact payroll@kennesaw.edu for assistance in updating your direct deposit. You will be required to validate your identity when making any change requests.

- ❖ There are some banks that have additional levels of security added, so, if you enter a routing number and receive the following message, please contact the Payroll office who will assist with completing the change.

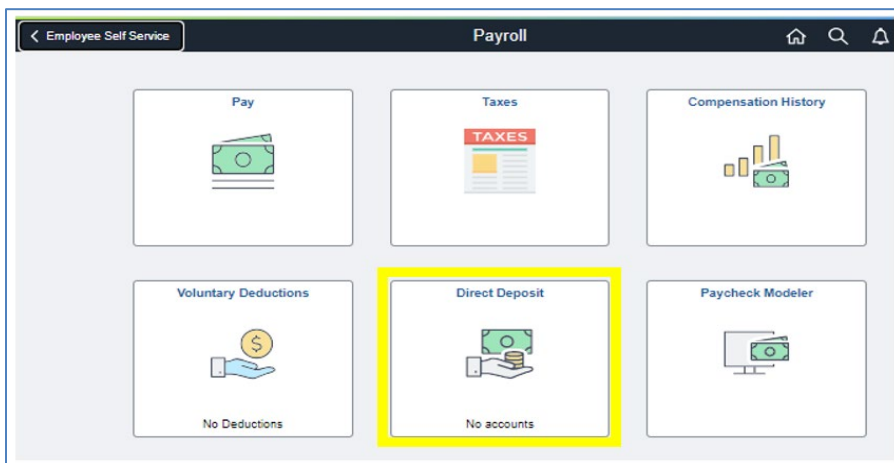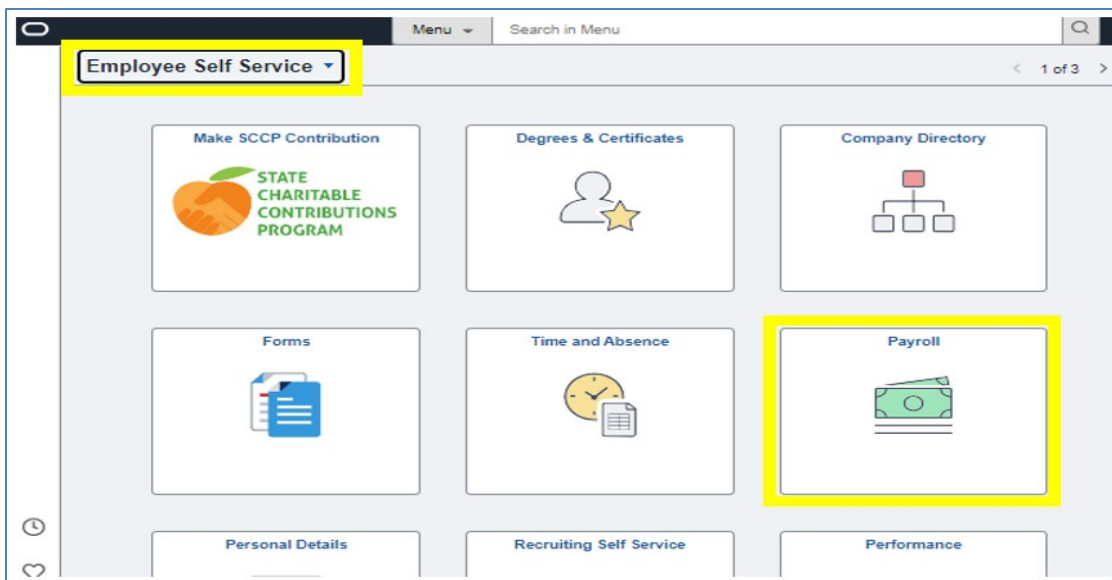# Common Action Memo

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Instructions

1. Log into **OneUSG Connect**.
2. Navigate to the Direct Deposit tile in the Payroll dashboard
   (Navigation: **Employee Self Service > Payroll > Direct Deposit**)

   Note: Employee Self Service options may vary depending on your employee type.

3. If direct deposit has not been set up previously, select [Add Account]

4. Complete all of the required fields for every account you would like to add, selecting [Save] after the account information has been entered.

➤ Account Type
  ○ Checking or Savings

➤ Deposit Type
  ○ **Amount** – for accounts where a specific dollar amount is to be deposited.
  ○ **Percent** – for accounts where a desired percentage of pay is to be deposited.
  ○ **Remaining Balance** – this required option tells the system where your remaining pay will be deposited (if multiple accounts are used). This must be selected if only one bank account is being added. ***If setting up multiple accounts, the remaining balance account must be added first.**

➤ Amount or Percent
  ○ Enter desired amounts for the accounts using 'amount' or 'percent' deposit types.

5. Once you have saved your account information, your direct deposit information will be displayed. **If only one account is desired and you have reviewed to make sure the correct routing and account numbers have been used, your direct deposit set up is complete.**

6. **If multiple accounts are desired**, please select the [+] to continue.
   (Please note that there is a limit of 10 direct deposit accounts that can be entered in OneUSG)

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> ➤ Add remaining accounts using the option criteria as noted in step 4, saving after each one until all desired accounts have been entered.

> ➤ Account priority is automatically assigned in the order in which the accounts are entered, and this priority order (from lowest to highest) also determines how funds will be distributed into your separate accounts since the system sends deposits to accounts with the lowest priority numbers first.

> ➤ **If no changes to the priority order are needed, your set-up for multiple accounts is now complete.**

7. **To change the priority order of your deposit accounts**, select the [Reorder] button at the bottom of that page.

> ➤ Assign preferred order numbers and select the [Save] button when finished. Remember, the 'Remaining Balance' account will always have the last and final order assigned since all remaining funds will be deposited to this account after all other deposits have been made to your other accounts.
> **(Note: The remaining balance account is also the account that is used for any travel and expense reimbursements processed through Accounts Payable)**

> ➢ When completed, please review the priority order to make sure these meet your specific needs. You can still select the [Reorder] button if additional changes are needed. This will also provide you with an extra opportunity to review routing and account number information for accuracy.

8. **To edit/correct any existing account information, or to remove old accounts**, you can click on the direct deposit account row that needs to be corrected and will be provided the opportunity to change the routing/account number information, account type, deposit type and amounts, priority order, or remove accounts altogether.

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> ➤ You can edit any of the information by changing the choices in the drop-down boxes or typing over the routing information. To change the account number information, you will need to select the pencil beside that row in order to edit the account number.

9. When all account information has been changed/updated, select the [Save] button to complete the process.