



UCLA | UCPath

## Want to get your paycheck faster? Switch to Direct Deposit Today!

On payday, paychecks will be mailed to employees' home address on file. To receive your paycheck faster, sign up for **Direct Deposit** right away!

### Here is how you can set up your Direct Deposit:

1. Visit the University of California UCPath Portal Website:  
<https://ucpath.universityofcalifornia.edu/>
2. Log in using your UCLA Username and Password
3. On the left-hand screen of the Dashboard, navigate to:  
**Employee Action > Income and Taxes > Direct Deposit**
4. Answer the security question to verify your identity
5. From the Direct Deposit screen, click the "Add Account" Button
6. Enter your banking and direct deposit information:
  - Your bank account information
  - Account Type
  - Deposit type
  - Deposit Amount or Percentage
  - Deposit Order (Example: 1 = First Account Processed)
7. Review your information for accuracy
8. Click the "Return to Direct Deposit" button
9. (Optional) Repeat steps 5-8 to add up to 2 additional direct deposit accounts
10. Read and check the "Authorization Statement" checkbox to allow UC to process your direct deposit
11. Click on the highlighted "Save" button to confirm your changes

**ADD DIRECT DEPOSIT**

Routing Number

Account Number

Retype Account Number

[View Check Example](#)

Account Type

Deposit Type

Amount or Percent

Deposit Order   
(Example: 1 = First Account Processed)

[RETURN TO DIRECT DEPOSIT](#)

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**DIRECT DEPOSIT** [ADD ACCOUNT](#)

Joe Bruin

Review, add or update direct deposit information. You can add up to three direct deposit accounts. The total direct deposit must add to 100%. NOTE: If you cannot find your Routing Number through the look up prompt provided, please contact Payroll Services at 855/982-7284. None of your changes will be saved until you click the Save Button

999	Checking	Account: 999999999 Routing: 999999999   Balance of Net Pay	
1	Savings	Account: 999999990 Routing: 999999990   \$50.00	

I authorize the University of California to initiate credits and/or debits to my account. I acknowledge and confirm that the direct deposit information noted above is correct. Debits shall be initiated only to effect appropriate adjustments against a prior credit made for the same pay date. Debit transactions are limited to reductions for University salary overpayments and to respond to mandatory court orders.

Note: Employees can only edit their Direct Deposit account information once per day. UCPC ES will need to be contacted if you enter incorrect information and wish to update your account the same day. Any changes, additions or deletions to direct deposit information may take up to two pay periods to take effect, subject to banking and payroll deadlines. If you are cancelling your direct deposit entirely, once the cancellation is effective, all future payments will be made by paper check mailed to your home address. Please verify your address and other personal information using Employee Self-Service.

[SAVE](#)

Need Help?  
Contact UCPath



Phone: 1-855-982-7284  
Monday - Friday, 8:00am-5:00pm (PST)  
Website: <https://ucpath.ucla.edu>