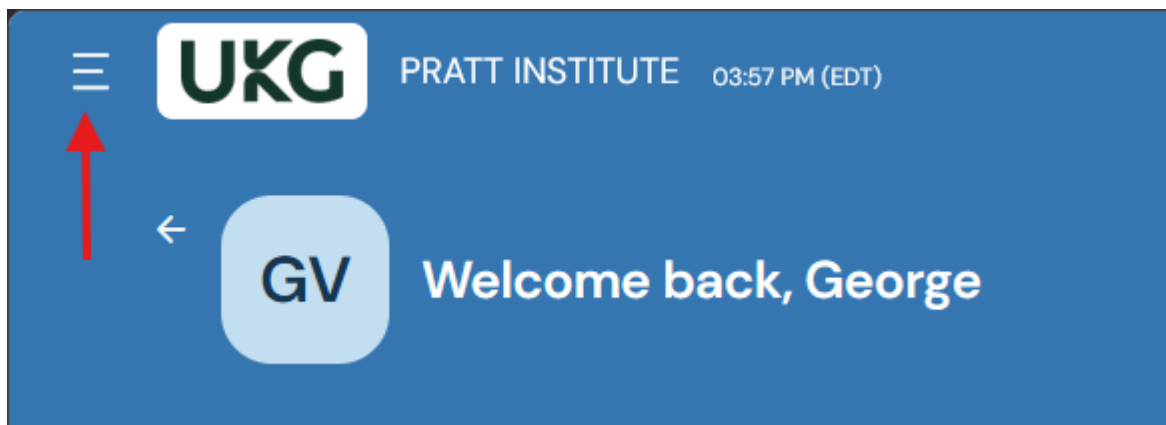
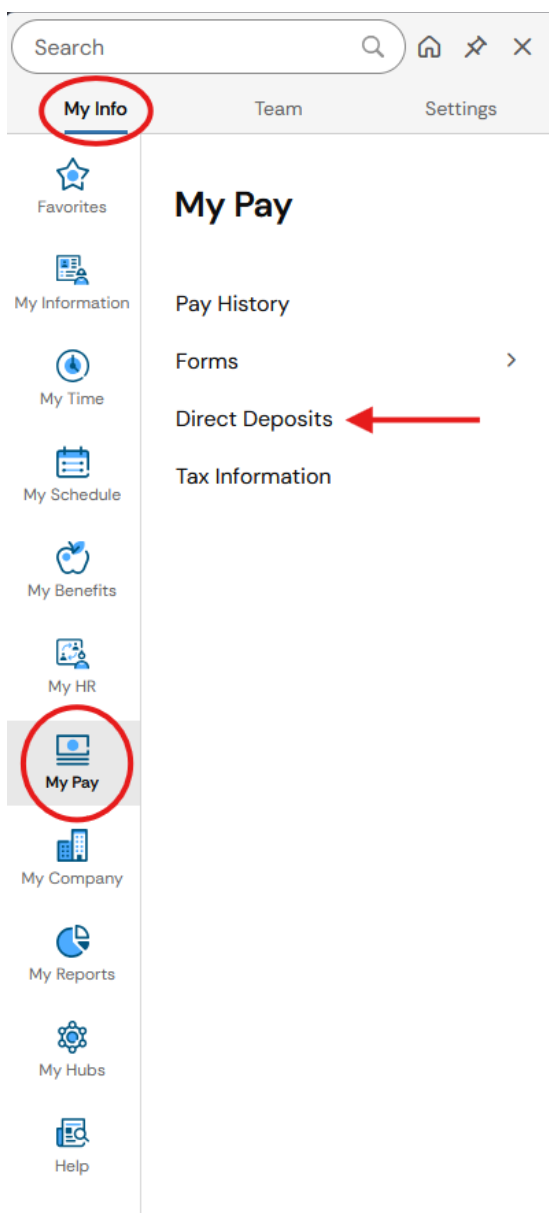


HOW TO ADD/UPDATE DIRECT DEPOSIT ACCOUNTS IN UKG READY

- From the home screen, click the 3 line menu in the upper left corner:



- Select 'My Pay' from the 'My Info' heading and click 'Direct Deposit':



- On the next screen, click 'Add':

→ + Add

No Direct Deposits Defined

- Enter all information into the highlighted fields:

Add New Direct Deposit

Name

Enter Name

Description

Enter Description

Active From *

05/01/2026

Active To *

12/31/2099

Deposit Type

Direct Deposit

Bank Account Type *

Checking

Calculation Method *

Entire/Remainder

Account # *

Reenter Account # *

ABA # / Bank Routing # *

Cancel

Save

- If selecting anything other than 'Entire/Remainder' for Calculation Method, an exact amount or percentage will need to be entered:

Calculation Method *

Flat \$ Amount

Amount *

** IF ENTERING MORE THAN ONE ACCOUNT, THE 'ENTIRE/REMAINDER' ACCOUNT WILL NEED TO BE ADDED FIRST**

- Click 'Save'

** FOR ANY QUESTIONS OR CONCERNS, PLEASE REACH OUT TO PAYROLL@PRATT.EDU **