



## OPTIONS FOR PAYMENT OF YOUR BI-WEEKLY PAY

### Direct Deposit into a financial institution of your choice via 'My HR'

May deposit into either a checking or savings account.  
May have multiple direct deposit accounts.

To sign up, log in to 'My HR' and navigate to **Myself > Pay > Direct Deposit** > Click on "Add" in upper right-hand corner:

- Enter your bank name under Bank Description
- Enter your Routing number
- Enter your Account number
- Enter account type as either checking or savings
- Enter a flat dollar or % amount you want to deposit to the account or click the "Available Balance" box to deposit the entire deposit. (Note: If you are switching accounts and setting up a new available balance account in 'My HR', you must first archive the old existing account)
- Click on "Save" in the upper right-hand corner and click on "Submit" on the next page.
- Repeat these steps for each of the direct deposit accounts you want to set up

You can visit the UKG Pro Learning [Pay Resources for Employees](#) to view step-by-step instructions and video tutorial for additional information.

### Direct Deposit into a financial institution of your choice via the UKG Mobile App

May deposit into either a checking or savings account.  
May have multiple direct deposit accounts.

To sign up, click on "Pay", scroll down to bank accounts, click on "View All" and Click on the Blue + button:

- Enter your account type as either Checking or Savings
- Enter your bank name
- Enter our Routing number
- Enter your Account Number
- Enter your deposit type of "Available Balance" box to deposit the entire deposit (Note: If you are switching accounts and setting up a new available balance account in 'My HR', you must first archive the old existing account)
- Click on "Submit" in the upper right-hand corner
- Repeat these steps for each of the direct deposit accounts you want to set up.

### Direct Deposit onto a UKG Wallet Prepaid Visa Card

Apply for the card via the UKG Wallet App or online.  
You can use the virtual card immediately.

The physical card will arrive to your home by mail in 5-7 business days. No cost to get the card.

Customize your direct deposit from in the UKG Wallet App.  
Click [here](#) to learn how to sign up for direct deposit right from the UKG Wallet App.

Once signed up on the UKG Wallet App, your direct deposit information will flow over to My HR and set up automatically for you. You will be able to see this in My HR by navigating to:  
**Myself > Pay > Direct Deposit**

### Direct Deposit into a UKG Wallet Visa Payroll Card Account

You will get the Pay Card from your Community HR contact.  
No cost to get the card.

Community HR will activate your Payroll Card for you.

Once the card is activated, it will flow over to My HR and will automatically setup direct deposit of your pay for you.

You will be able to see this in 'My HR' by navigating to:  
**Myself > Pay > Direct Deposit**