

Help UC Merced Go Green With Direct Deposit

Many employees are unaware of the convenience and security that direct deposit provides. For those with a bank account, direct deposit means paychecks are electronically deposited on payday—no delays, no check-cashing fees, no hassles and it's more secure.

Sign up today to:

- Avoid paycheck cashing fees
- Avoid waiting in line to cash your paycheck
- Avoid going into work to pick up your paycheck
- Avoid replacing a lost or stolen paper check
- Increase the security of your personal information
- Increase environmental friendliness by going "Green" (saves paper, printing, postage, fuel charges)

Now going Green has been made even easier with the new online Direct Deposit enrollment process on At Your Service:

1. Go to <https://atyourserviceonline.ucop.edu>
2. Enter Username and Password
3. Click on the "Direct Deposit" Link in the "Income and Taxes" Box
4. View your current Check Disposition.
5. Click "Continue" to change how your check is handled.
6. Select "Direct Deposit" or "Paper Check" and Click "Continue" For Direct Deposit
7. Select Checking or Savings
8. Enter your Transit Routing Number and Account Number as provided to you by your bank. See the sample check to identify the proper numbers from your check.
9. Click "Submit"
10. Check the Authorization Box and Click "Confirm"

The screenshot shows the 'Change My Direct Deposit' form on the University of California 'At Your Service' portal. The form is titled 'Change My Direct Deposit' and is dated Monday, October 19, 2009, 4:57 PM PDT. It includes a 'Main Menu' and a 'Change My Direct Deposit' section. The form has three main sections: 'Account Type' with radio buttons for 'Checking' and 'Savings'; 'Routing Number' with a text input field; and 'Account Number' with two text input fields labeled 'Account Number' and 'Re-enter Account Number'. Below these fields are 'Submit' and 'Cancel' buttons. A note states: 'Note: the routing and account numbers may be in different places on your check.' Below the note is a sample check from Jane Doe, 1234 Main St, Apt 101, Lenoex, KS 66215. The check includes fields for 'DATE', 'PAY TO THE ORDER OF', 'DOLLARS', and 'YOUR'. The routing and account numbers are highlighted with green boxes: '123456789' for the routing number and '123456789' for the account number. A red circle highlights the 'Check if' box on the sample check.

Please Note:

1. Please verify your transit routing number and account number with your Financial Institution.
2. Because we have to verify your account with your bank, you may receive one last paper check before your first direct deposit.
3. Do not write checks against your account until you see the deposit has been received in your account.
4. If you change banks or accounts within your bank you will need to change your direct deposit information online, and you may receive a paper check until your account is verified.
5. If you close your account, please provide active account information or change your check disposition to "paper check" online. If you do not do this in a timely manner, we cannot refund your funds until the bank returns them.
6. You may contact the Payroll Office at payroll@ucmerced.edu or 209-228-2729 (2PAY) with questions.

Join UC Merced in the Go Green campaign and sign up for direct deposit and electronic pay statements today!