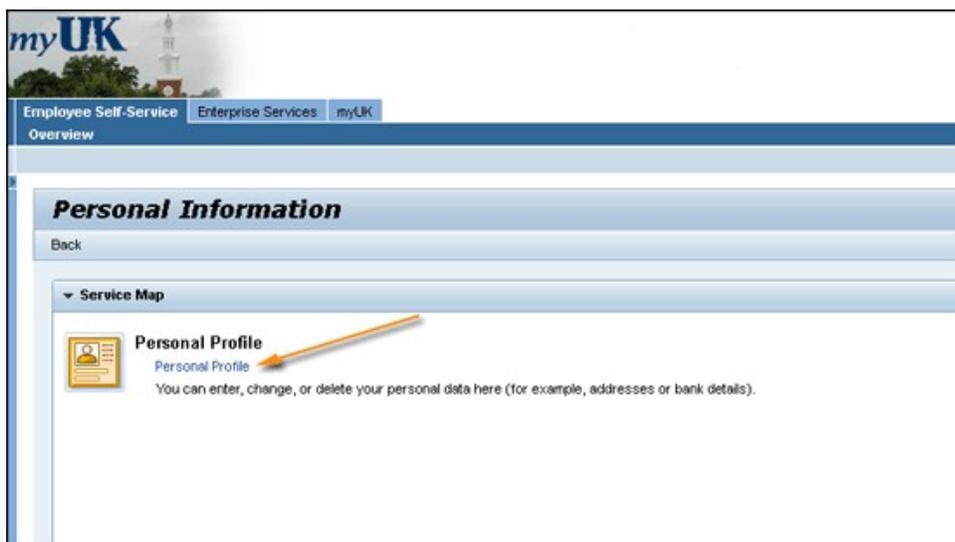


Access Direct Deposit: Main Account

1. Login to the myUK ESS portal at myuk.uky.edu. If you need assistance, [visit this guide first](#).
2. To access the W2 feature, first click on the "Personal Information" menu item.

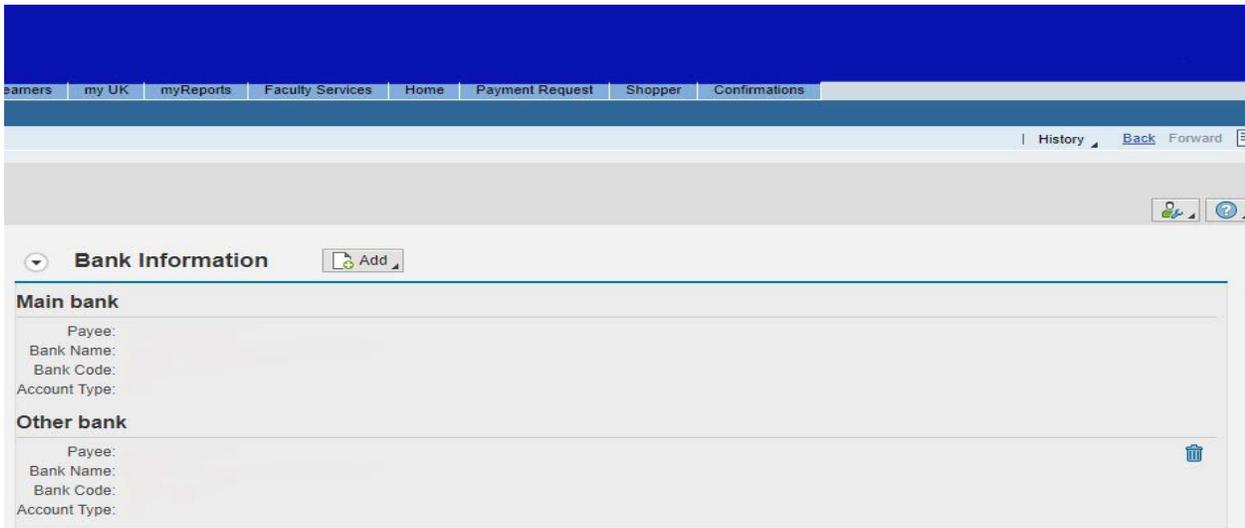


3. Click on Personal Profile



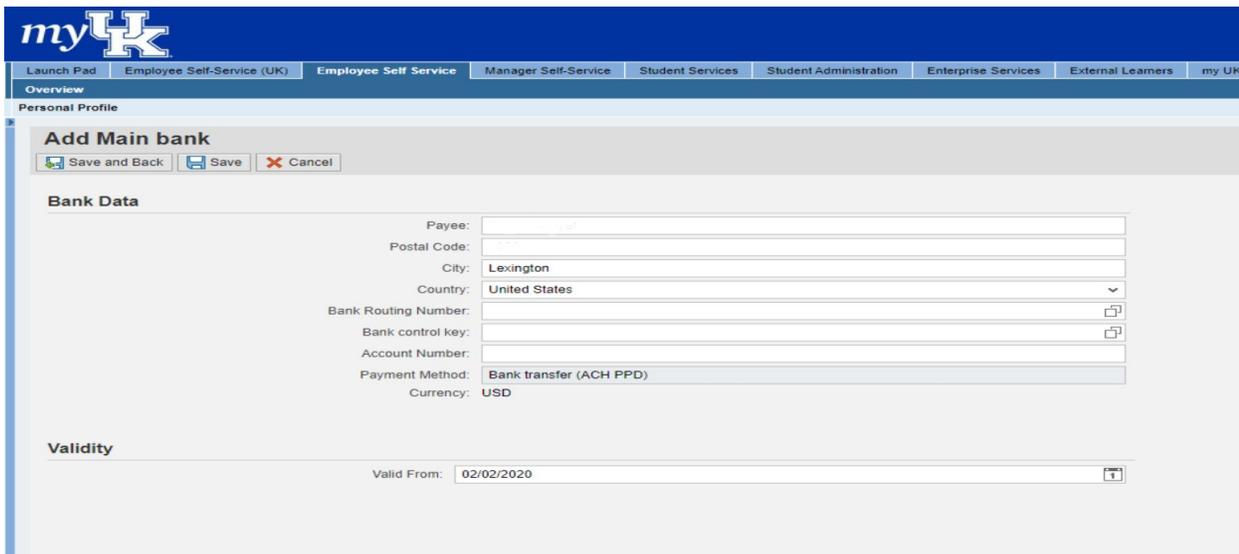
4. Click on Add and choose Main bank:
 - The Main bank will be your primary account for your direct deposit.
 - The Other bank will be the secondary account where a certain percentage or specific amount of your direct deposit can be set up for savings accounts, loan accounts, Christmas club or for any other account you wish to use.

- You may only have one Main account, but you can set up as many secondary accounts as you would like.



5. Fill in:

- Bank routing Number
- Bank Control Key- this is a drop-down field where you choose checking or savings
- Account Number



6. Leave the Validity Date as is:

- This field defaults in the start date of the next pay period available for direct deposit.

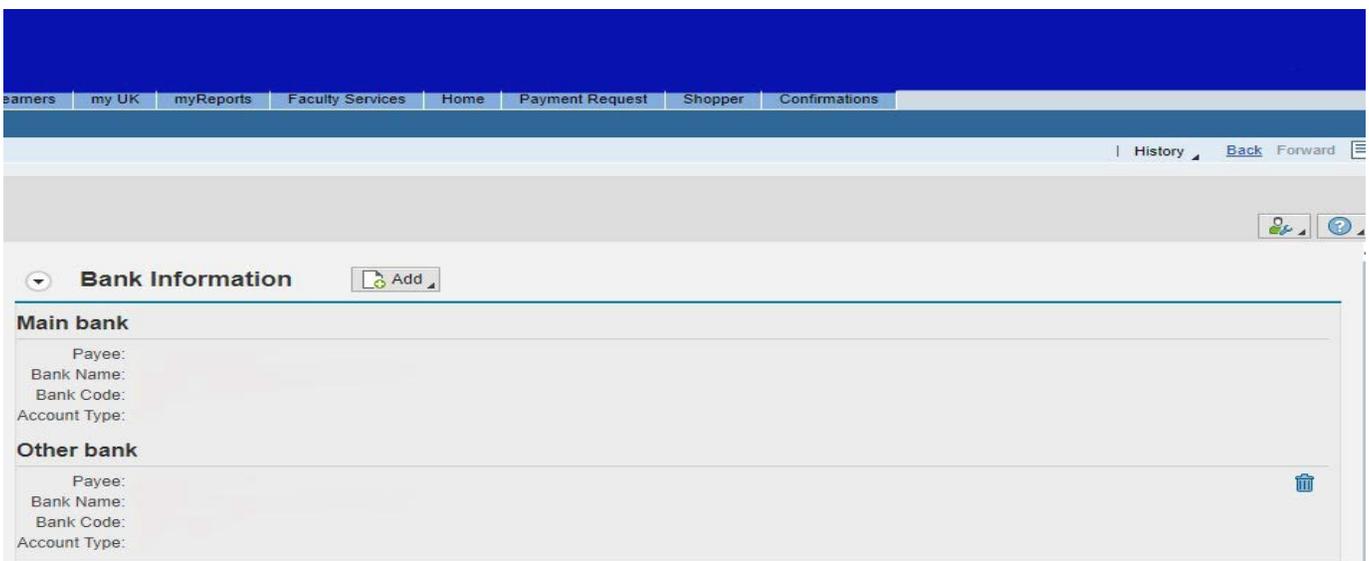
7. Click Save and Back

Access Direct Deposit: Other Account

Follow Steps 1-3 listed above

4. Click on Add and choose Other bank:

- The Other bank will be the secondary account where a certain percentage or specific amount of your direct deposit can be set up for savings accounts, loan accounts, Christmas club or for any other account you wish to use.
- You may only have one Main account, but you can set up as many other accounts as you would like.



The screenshot shows a web application interface with a blue header bar containing navigation links: samers, my UK, myReports, Faculty Services, Home, Payment Request, Shopper, and Confirmations. Below the header is a light blue navigation bar with links for History, Back, and Forward. The main content area is titled "Bank Information" and features an "Add" button with a plus icon. Underneath, there are two sections: "Main bank" and "Other bank". Each section contains input fields for "Payee:", "Bank Name:", "Bank Code:", and "Account Type:". A trash icon is visible next to the "Other bank" section.

5. Fill in:

- Bank routing Number
- Bank Control Key- this is a drop-down field where you choose checking or savings
- Account Number
- Choose either Standard Percentage (percent of check you want deposited to other account) or Default Value (set dollar amount you want deposited to other account)

Add Other bank

Bank Data

Payee:	<input type="text"/>
Postal Code:	<input type="text"/>
City:	Lexington
Country:	United States <input type="button" value="v"/>
Bank Routing Number:	<input type="text"/> <input type="button" value="copy"/>
Bank control key:	<input type="text"/> <input type="button" value="copy"/>
Account Number:	<input type="text"/>
Payment Method:	Bank transfer (ACH PPD)
Currency:	USD
Standard Percentage:	<input type="text" value="0.00"/>
Default value:	<input type="text" value="0.00"/>

Validity

Valid From:

6. Leave the Validity Date as is:

- This field defaults in the start date of the next pay period available for direct deposit.

7. Click Save and Back

If you have questions or need assistance, please contact Payroll Services by clicking the link below.

<https://www.uky.edu/ufs/payroll-services>

Access Direct Deposit: 529 Account

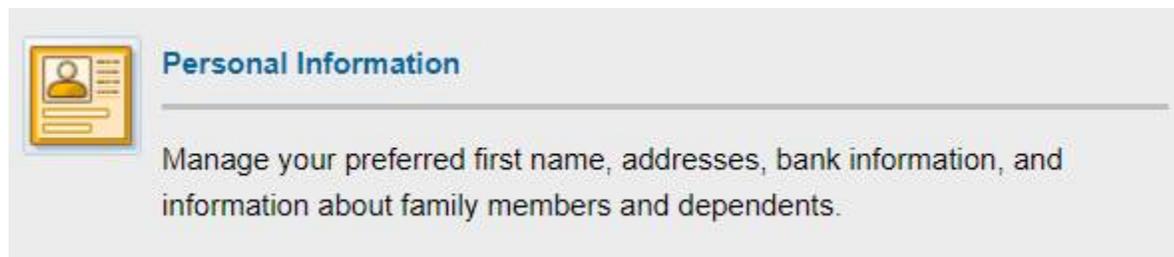
You can fund your savings account directly from your UK paycheck, so you can set it and forget it. Making regular contributions makes a big difference, which is why we offer this direct funding option.

First, create your account on the KY Saves 529 website

[KY Saves 529 website](#)

Then easily assign your contributions in myUK

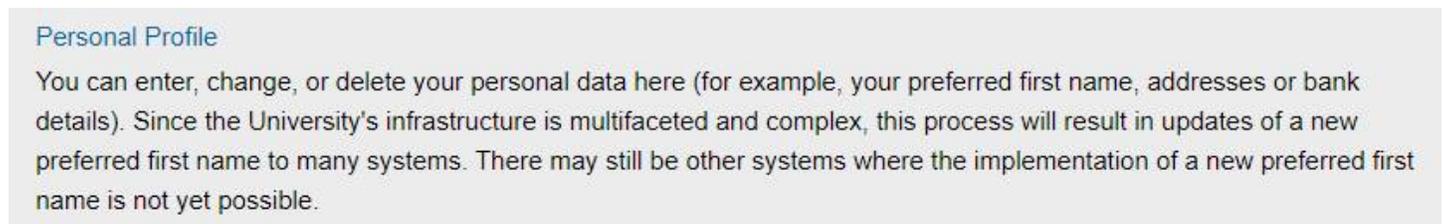
In myUK, go to Personal Information:



Personal Information

Manage your preferred first name, addresses, bank information, and information about family members and dependents.

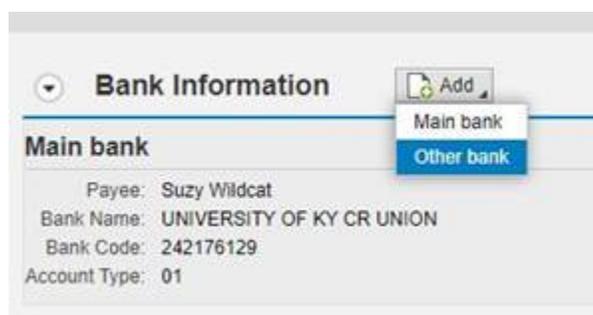
Then Personal Profile:



Personal Profile

You can enter, change, or delete your personal data here (for example, your preferred first name, addresses or bank details). Since the University's infrastructure is multifaceted and complex, this process will result in updates of a new preferred first name to many systems. There may still be other systems where the implementation of a new preferred first name is not yet possible.

In the Bank Information section, choose *Other bank* then KY Saves 529 Plan (note: You must have a main bank set before you can set up contributions to a KY Saves 529 Plan):



Bank Information

Main bank

Payee: Suzy Wildcat
Bank Name: UNIVERSITY OF KY CR UNION
Bank Code: 242176129
Account Type: 01

Other bank



The Account Type, Routing Number for KY Saves 529 Plans, and the 566 prefix for your account number is filled automatically. You will need to enter your 9-digit KY Saves account number in the *Account Number* field, along with the amount you'd like to contribute in the *Standard value* field. Please watch for extra space that could cause processing errors.

A detailed screenshot of the "Add Other bank" form. At the top, there are buttons for "Save and Back", "Save", and "Cancel". Below them is a red warning icon and the text: "For payment method Bank transfer (ACH PPD), enter an account number". There is also a button for "Add KY Saves 529 Plan". The "Bank Data" section contains the following fields:

- Payee: Suzy Wildcat
- Postal Code: 40508
- City: Lexington
- Country: United States (dropdown menu)
- Routing Number: 011001234
- Account Type: Checking
- Account Number: 566 (highlighted with a red box)
- Payment Method: Bank transfer (ACH PPD)
- Currency: USD
- Standard value: 0.00 (highlighted with a red box)

The "Validity" section at the bottom shows "Valid From: 07/01/2020" and a small icon with the number "1".