

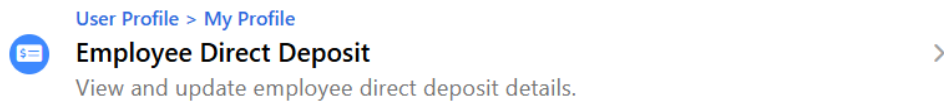
Changing or Verifying Direct Deposit Bank Information

Perform the following steps to check or update your direct deposit information in myUK:

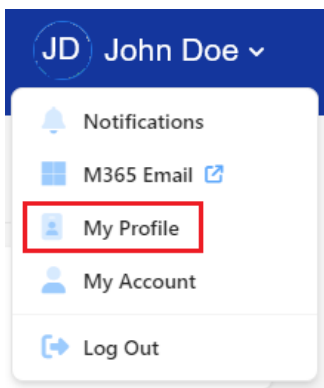
1. Log in to [myUK](#).
2. Enter **Bank** in the search field.



3. Click **Employee Direct Deposit**. The direct deposit page displays.



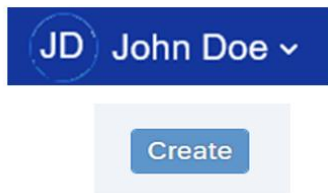
4. *Note: You can also click your account icon and select **My profile**. The My Profile option displays.*



5. Click **Employee Direct Deposit**.

Update Main Bank Account

1. Click Create Button on right side of screen under your account name



2. Fill in your new bank information

Payment Details

Payment Method:	Bank transfer (ACH PPD)
Routing Number:	
Bank Account Number:	

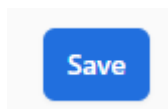
3. Choose Checking or Savings- Click drop down arrow

Bank Control Key:

Checking

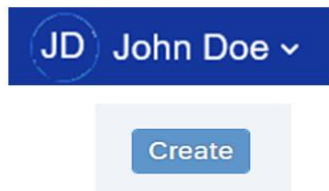
Savings

4. Leave Validity Period as is. The correct effective date based upon your payroll cycle (Biweekly or Monthly) will automatically default, changing this date could result in a delay to your direct deposit.
5. Click **Save**.



Update Other Bank Account

1. Click Create Button on right side of screen under your account name



2. Fill in your new bank information

My Bank Details /
New Other bank

Payment Method:	Bank transfer (ACH PPD)
Routing Number:	
Bank Account Number:	

3. Choose Checking or Savings- Click drop down arrow

Bank Control Key:

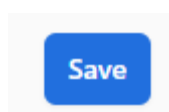
Checking

Savings

4. Choose ONE option: Transfer Value (set dollar amount) OR Standard Percentage (percent of check for this account). You CANNOT choose both.

Transfer Value:	0.00	USD
Standard Percentage:	0	

5. Leave Validity Period as is. The correct effective date based upon your payroll cycle (Biweekly or Monthly) will automatically default, changing this date could result in a delay to your direct deposit.
6. Click Save



Delete Other Bank Account

1. Delete account(s) – click Delete on right side of screen to remove unnecessary accounts.

Main bank	Other bank
Valid from 02/01/2026	
Delete	
Payee Data	Payment Details

2. Confirm deletion in pop up box

Confirmation

Do you want to delete the record?

OK Cancel

For questions, please contact ITS Customer Services:

[Customer Services Assistance Request Form](#)

859-218-HELP (4357)

