

# How to Set up Direct Deposit in At Your Service Online Employee Information



Rev. 04/22/10

## Direct Deposit in At Your Service Online

- Effective immediately employees will be able to add and update their own direct deposit information in At Your Service Online.

### Benefits of this change:

- You have 24/7 access to At Your Service Online, so you can make changes at any time of the day.
- You can change your direct deposit designation to a different account number or financial institution without waiting for your departmental representative to do it.

**Please Note:** Only U.S. financial institutions can be set up for Direct Deposit.

2

## Which Financial Institutions can be Set Up for Direct Deposit?

Only U.S. financial institutions can be set up for direct deposit.

U.S. financial institutions include:

- Banks (i.e. US Bank, Union Bank)
- Credit Unions (University CU)
- \*Brokerage firms (i.e. Charles Schwab, Merrill Lynch), that offer direct deposits



\* Please check with your brokerage provider for details on how to set up a direct deposit account.

3

## What do I need to set up Direct Deposit?

- You will need to know your financial institution's routing number (also known as ABA routing number) and your account number. This information is found at the bottom of your personal check or deposit slip.
- Some financial institutions may also offer a Direct Deposit Authorization form with the routing number on it.
- Do not use the account information from a deposit slip.

**Note:** Many financial institutions have merged and the name on your account may not match the name in AYSO. This is okay. The routing number on the check is the important data.

4

## How to Access At Your Service Online

You can access At Your Service Online through various campus websites:

- Payroll Services > Faculty & Staff Info
- Payroll Services > Quick Links
- Payroll Services > Web Applications
- UCLA Home > Campus Human Resources > Quick Links
- UCLA Home > Employment > UC Employee Benefits: At Your Service > 

<https://atyourserviceonline.ucop.edu/ayso/>

5

## Log in Information for At Your Service Online

Your log in information to AYSO is based upon your user type:

Type of User	Login Information
<b>New User within 31 days</b> of your date of hire (within period of initial eligibility [PIE])	<ul style="list-style-type: none"> <li>• Username - Your Social Security Number (no slashes or dashes)</li> <li>• Password - Temporary password is your 8 digit date of birth. Format: <i>mmddyyyy</i> with no slashes or dashes. For example, if your date of birth is June 23, 1974, your temporary password is 06231974.</li> </ul>
<b>New User after 31 days</b> from your date of hire (PIE period has ended)	<ul style="list-style-type: none"> <li>• Username - Your Social Security Number (no slashes or dashes)</li> <li>• Password - Temporary password may have expired. Contact (310) 794-8754 or (310) 794-8736 for assistance to set up a new temporary password.</li> </ul>
<b>Prior User</b> (you previously created an AYSO Username and Password)	<ul style="list-style-type: none"> <li>• Enter your previously established Username and Password.</li> <li>• Forgot your Username or Password? Click Forgot Username or Password link. You will be asked to identify yourself with your SSN or Username. You will also be asked to answer several challenge questions that you established previously.</li> </ul>

6

## Example of Sign In Page on At Your Service Online

**Step 1: type the address for the UC At Your Service Online website**

**follow these 3 easy steps to logon for the first time**

**Step 2: log in as *New User***

**Step 3: Follow the instructions as prompted on the screens that follow the main log in page depicted above. Your password during first 30 days of employment is your birth date; you must use a specific format of 8 numbers without spaces or dashes, for example: mmddyyyy.**

7

## At Your Service Online – Main Menu Tabs

**Once on the Main Menu, go to the **Income & Taxes** tab.**

**Click here to choose **Direct Deposit****

8

## Current Check Disposition Information

Displays your current check distribution:  
Paper check or Direct Deposit information

Check Disposition Information  
Check Disposition Paper Check

To change your check disposition, click Continue.

Continue

Click here to add or change direct deposit information

## How To Add/Change Direct Deposit Information

page 1 of 5

Choose either:  
Checking or Savings

Change My Direct Deposit  
JOSEPHINE BRUIN Wednesday, October 14, 2009, 9:24 AM PDT

Enter your account type, bank routing number, and account number. See the [example](#) below.

Account Type  
 Checking  
 Savings

Routing Number

Enter Routing Number aka ABA number.

Account Number:

Submit  
Cancel

Note: The financial institution name may be different then the name on your check. This is okay. The routing is the primary data.

# How To Add/Change Direct Deposit Information

page 2 of 5

The screenshot shows a web browser window displaying the University of California's direct deposit entry page. The browser address bar shows the URL: <https://atyourserviceonline.ucop.edu/aysso/directdeposit.do?ct=1255537280912&method=directdeposit&maintab=D>. The page header includes the University of California logo and navigation tabs for 'Stay Connected', 'Health & Welfare', 'Income & Taxes', and 'Retirement'. A 'Main Menu' is visible on the left. The main content area is titled 'Account Number' and contains two input fields: '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 an image of a check with red boxes highlighting the routing number, account number, and check number. A yellow callout bubble points to the 'Account Number' section with the text 'Enter account information'. Another yellow callout bubble points to the check image with the text 'An example of how to read a check data is supplied'. The Windows taskbar at the bottom shows the time as 9:27 AM.

# How To Add/Change Direct Deposit Information

page 3 of 5

The screenshot shows the 'Review & Confirm' page for JOSEPHINE BRAUN. The browser address bar shows the URL: <https://atyourserviceonline.ucop.edu/aysso/directdeposit.do?ct=1255536624069&method=directdeposit&maintab=D>. The page header includes the University of California logo and navigation tabs for 'About Josephine', 'Stay Connected', 'Health & Welfare', 'Income & Taxes', and 'Retirement'. A 'Main Menu' is visible on the left. The main content area is titled 'Review & Confirm' and includes the name 'JOSEPHINE BRAUN' and the date 'schesday, October 14, 2009, 9:44 AM PDT'. A red warning message states: 'WARNING: You are not done with your Direct Deposit changes. You must click CONFIRM to complete the transaction.' Below the warning is a section titled 'Check Disposition Information' with a table of details:

Check Disposition	Direct Deposit
Bank Name	WELLS FARGO BANK, NA
Routing Number	122000247
Account Number	1111111111
Account Type	Checking

Below the table is a checkbox for authorization:  I authorize the University of California to initiate credits and/or debits to my account. Below this is a disclaimer: 'Debits shall be initiated only to effect appropriate adjustments against a prior credit made for the same pay date. These debit transactions are limited to reductions for the University salary overpayments and to respond to mandatory court orders.' A yellow callout bubble points to the review section with the text 'The employee should review and confirm that all data entered is correct'. The Windows taskbar at the bottom shows the time as 9:27 AM.

# How To Add/Change Direct Deposit Information

page 4 of 5

This screenshot shows the 'Direct Deposit' form in the University of California payroll system. The form includes fields for Bank Name (WELLS FARGO BANK, NA), Routing Number (122000247), Account Number (1111111111), and Account Type (Checking). A yellow callout box points to the authorization checkbox, stating: "You must check the authorization box in order to activate the direct deposit." The checkbox is checked, and the text reads: "I authorize the University of California to initiate credits and/or debits to my account." Below this, there is a disclaimer: "Debits shall be initiated only to effect appropriate adjustments against a prior credit made for the same pay date. These debit transactions are limited to reductions for the University salary overpayments and to respond to mandatory court orders." A red note states: "There may be a waiting period before your Direct Deposit action takes effect, determined by pay dates and the entry date of your request. If a payroll payment is generated for you during this waiting period, a paper check may be produced." At the bottom, there are 'Confirm' and 'Cancel' buttons. A yellow callout box points to these buttons, stating: "Click to accept or cancel the transaction."

# How To Add/Change Direct Deposit Information

page 5 of 5

This screenshot shows the 'Review & Confirm' page for JOSEPHINE BRUIN on Wednesday, October 14, 2009, at 9:46 AM PDT. The page is titled 'Confirmed' and displays the confirmation number: "Your confirmation number is DDA101409094642fc." A yellow callout box points to this number, stating: "Confirmation page: You should note the confirmation number." Below the confirmation number, it says: "Your confirmation statement will be sent to fchris@finance.ucla.edu and fchr. Your confirmation statement will be sent to jbruin3525@finance.ucla.edu. Effective date: 10 to 15 business days from now, depending on payroll deadlines. Please contact your local Payroll office for more information." There is a section for 'Your New Check Disposition Information' with the following details: Check Disposition: Direct Deposit; Bank Name: WELLS FARGO BANK, NA; Routing Number: 122000247; Account Number: 1533. A pink callout box at the bottom states: "Note: It may take up to 10-15 days after the activation to start at the new/changed direct deposit account." The page also includes a 'Main Menu' link and a 'Print-friendly' link.

## Example of Confirmation Statement Email Notice

From: [UC Customer Service Center](#)  
To: Bruin, Josephine  
Subject: University of California Payroll Check  
Date: Wednesday, October 14, 2009 9:4

You will receive an email confirmation.

It is highly suggested that you retain the confirmation information until first payment has been sent via direct deposit.

PLEASE DO NOT REPLY TO THIS EMAIL ADDRESS.

This confirmation was emailed to: jbruin3525@finance.ucla.edu

Docid: 000002

Confirmation Statement for:  
Josephine A. Bruin  
Your street address is not displayed to protect your privacy.  
Los Angeles, CA 90024

Confirmation Number: DDA101409066642jb  
Confirmation Date and Time: October 14, 2009 9:46 AM PDT

Our records indicate that you signed in to At Your Service Online to change your payroll check delivery option.

You have elected to receive your payroll earnings by Direct Deposit. You have selected WELLS FARGO BANK, NA as your banking institution.

If you or your authorized agent did not make these changes, or if you have questions, please contact UC Customer Service Center at 1-800-888-8267 or go to [http://atyourservice.ucop.edu/directories\\_contacts/customer\\_service.html](http://atyourservice.ucop.edu/directories_contacts/customer_service.html).

15

## Prenote Process

- The information entered in At Your Service Online will download into the campus Personnel Payroll System (PPS) within two business days.
- Once on PPS the prenote process begins.
- A prenote is an electronic zero net payment sent to the designated financial institution for account verification.
- U.S. banking laws require that anyone adding or changing financial institutions for direct deposit must complete a prenote process.
- The prenote process takes approximately 10-15 business days before payments are sent via direct deposit.

16



## Additional Information

- You will receive a paper check during the prenote process.
- Contact your departmental payroll representative for information regarding when and where to pick-up your paper check.
- Visit the Faculty and Staff Info page at [www.payroll.ucla.edu](http://www.payroll.ucla.edu).

You will find links to information such as:

- Payday Calendar (a schedule of all the university pay days)
- How to Login to At Your Service Online
- Understanding Your Earnings Statement

17

## Contacts



Employees needing assistance within AYSO –  
Contact information is included in AYSO.

18