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

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.
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.

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.
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/

Log in Information for At Your Service Online

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

<table>
<thead>
<tr>
<th>Type of User</th>
<th>Login Information</th>
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| New User within 31 days of your date of hire (within period of initial eligibility [PIE]) | Username - Your Social Security Number (no slashes or dashes)  
Password - Temporary password is your 8 digit date of birth. Format: mmddyyyy with no slashes or dashes. For example, if your date of birth is June 23, 1974, your temporary password is 06231974. |
| New User after 31 days from your date of hire (PIE period has ended) | Username - Your Social Security Number (no slashes or dashes)  
Password - Temporary password may have expired.  
Contact (310) 794-6754 or (310) 794-6736 for assistance to set up a new temporary password. |
| Prior User (you previously created an AYSO Username and Password) | Enter your previously established Username and Password.  
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. |
Step 1: type the address for the UC At Your Service Online website

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.

follow these 3 easy steps to logon for the first time

At Your Service Online – Main Menu Tabs

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

Click here to choose Direct Deposit

Example of Sign In Page on At Your Service Online
Current Check Disposition Information

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

Click here to add or change direct deposit information

How To Add/Change Direct Deposit Information

Choose either: Checking or Savings

Enter Routing Number aka ABA number.

Note: The financial institution name may be different than the name on your check. This is okay. The routing is the primary data.
An example of how to read a check data is supplied.

The employee should review and confirm that all data entered is correct.
You must check the authorization box in order to activate the direct deposit.

Click to accept or cancel the transaction

Confirmation page: You should note the confirmation number.

Note: It may take up to 10-15 days after the activation to start at the new/changed direct deposit account.
Example of Confirmation Statement Email Notice

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.

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.
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.

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

Contacts

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