UCD Direct Deposit Information – For New Employees

UC Davis employees are encouraged to receive their pay through direct deposit. Participation in this environmentally-friendly payment preference includes the following benefits:

- Provides safe and secure methods of payment to employees
- Improves service delivery to employees and campus departments
- Availability of funds on payday
- Support "go green" sustainability efforts

Employees enjoy the convenience of having pay deposited to their preferred bank or credit union account. No more trips to the bank to deposit or cash your paycheck!

Direct Deposit can take up to 30 calendar days to take effect. While the direct deposit enrollment is in the processing stage, please work with your department payroll representative or service center for paycheck pick-up.

Online Enrollment / Changes / Cancellation

This is the fastest way for most employees to enroll in direct deposit. Below are step-by-step instructions for enrolling, making changes, or cancelling direct deposit:

- Login to the AYSO site using designated username and password set up for this system (if you need assistance with this information contact the PPS Help Desk at ppshelp@ucdavis.edu)

FOR NEW EMPLOYEES ACCESING AYSO FOR THE FIRST TIME:

- Choose the “Sign in to My Accounts” button on the top right & select “New to UC and have a temporary password?”
- Enter your Social Security number and your temporary password. Your temporary password is your birthdate in the format mmddyyyy, with no dashes or slashes.
- Select “Sign In” and follow the instructions to create your permanent password and username.
- Select the Direct Deposit link from the Income and Taxes section of the menu
- You will see your current status for payment, click on the Continue button
  1. If ENROLLING OR MAKING A CHANGE TO DIRECT DEPOSIT, click the radio button for Direct Deposit
  2. Click Continue button
  3. Select Account Type, fill in the Routing Number and Account Number fields
  4. Press Submit button
  5. Review and Confirm action by clicking the checkbox and clicking the Confirm button to complete the update
  6. You will see a confirmation number on the screen, and receive an email confirming a change has been made
  7. Follow up with your department payroll coordinator 2-3 weeks after enrolling online to confirm your enrollment and receive an activation date

OR

03/18/14
8. If SELECTING TO RECEIVE PAYMENT BY CHECK (cancelling direct deposit), click on the radio button for **Paper Check**

9. Click **Continue** button

10. Review and Confirm action by clicking the checkbox and clicking the **Confirm** button to complete the update

11. You will see a confirmation number and receive an email confirming a change has been made

12. Follow up with your department payroll coordinator 3-5 after cancelling enrollment to confirm

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**Paper Form Direct Deposit Cancellation**

Sometimes the online option isn't possible, or you receive an error message when trying to make changes online. There is an alternative. You can cancel your direct deposit using the paper form entitled **UPAY 1 - Pay Disposition** on the [Payroll Forms](#) web page.

Complete the section of the form entitled "Check Issuance Campus/UCDMC Mail" to receive your payments by check. To ensure your deposits stop immediately confirm receipt of your form with your [Payroll Specialist](#) in Payroll Services.

- Fax form and voided check to Payroll Services at (530) 757-8597, OR
- Mail form and voided check to Payroll Services through campus mail, OR
- Drop off form and voided check in person at 1441 Research Park Drive, in south Davis

Assistance with any of this information can be found through the PPS Help Desk by calling (530) 752-7750 or emailing ppshelp@ucdavis.edu