OneUSG Connect Readiness: *Verify and Update Your Direct Deposit* Guide

Step 1: From the TechWorks ‘My Home’ tab, select *My Payroll & Compensation*.

Step 2: Under *Payroll*, select *Direct Deposit*.
Step 3: Verify your direct deposit account information is correct. Select the pencil under Edit to make any necessary changes.

Step 4: Select Add Account to add a new direct deposit account. You can have a maximum of 6 direct deposit accounts. Please note: You can add or edit direct deposit accounts once a day. You will receive a confirmation email any time you make changes.