

Anyone should be able **to setup direct deposit for their PSAV pay checks** by following the below instructions, (if you cannot login, please have them send an email to unions@psav.com for assistance.)

Please go to <https://n21.ultipro.com/Login.aspx?ReturnUrl=/>

For the **username field**, enter your last name and last 4 of your SSN (example: SMITH1425)

For your **password**, enter your birthday, in all numerical – (example: 09241976)

You may need to change it once in, depending on if you have never been login before.

Please use something along the lines of Spring2014@ Or the same type format

In Ultipro, under MYSELF, DIRECT DEPOSIT, you should be able to set it up.

Myself			
Personal Employee Summary Name, Address, and Telephone Status/Key Dates Contacts Property Private Info Other Personal Info	Career & Education Goals Competencies Personal Development Talent Profile Licenses Skills Previous Employment Awards Education	Pay Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax W-2 Benefits Current Benefits Beneficiaries/Dependents PTO Plans 1095-C Open Enrollment Life Events Life Events	Documents Employee Documents Employee Acknowledgement Documents
Jobs Job Summary Compensation Job History Reviews Other Company Info	Time & Attendance		

Then choose Add Direct Deposit, where you will **enter your bank Account number and routing number, hit save** and it should take effect by the next payroll cycle.

Things I Can Do

FOR THIS PAGE

- [Add Direct Deposit](#)
- [Change Pay Statement Preference](#)

FOR THIS TAB SET

- [Add/Change Withholding Form \(W-4\)](#)
- [Change W-2 Consent Form](#)

Quick Tours and Tips

- [Adding a Direct Deposit Account Tour](#)
- [Pay Section Overview](#)
- [Viewing Your Form W-2 Tour](#)

Let me know if you have any questions or send me an email if you have any questions or need assistance.

ajaggers@PSAV.COM

Thank you,

Anthony M. Jaggers Sr. PSAV Payroll Services Representative