

UKG / UltiPro Payroll Allotment Setup Guide

To setup your payroll allotment for direct deposit, please locate the **Deposit Slip** within your loan documents that will provide necessary banking information.

1. **Log in to your UKG Payroll Account**
 - Go to the [UKG Payroll website](#)
 - Enter your Login ID and password
2. **Navigate to Direct Deposit Settings**
 - From the dashboard, select "Menu" > "Myself" > "Pay" > "Direct Deposit"
3. **Add a New Bank Account**
 - From the "Direct Deposit Summary" page, select **Add**
4. **Add a Traditional Bank Account**
 - **Routing Number: 071001504** (Lakeside Bank)
 - **Account Number:** *Refer to **Deposit Slip***
 - **Account Type:** Select **Checking**
 - **Amount:** *Refer to **Deposit Slip***
 - **Ensure the account status is Active**
5. **Review and Save**
 - Select **Ignore Warnings**.
 - Verify all the information for accuracy to avoid any setbacks or delays.
 - Click "Submit" to complete your transaction.
6. **Confirm Your Direct Deposit Setup**
 - A confirmation message will appear indicating that your direct deposit settings have been updated.
 - Before closing the window, take a screenshot/picture and attach it to an email to: notices@indexloans.com.

For more details, see this sample [UKG Allotment Setup Video](#) or this [UKG Support Guide](#).
