How to Set Up Direct Deposit

Get your personal account numbers directly from the bank – Account numbers are also printed on paper checks, if these were issued to you. The Bank Routing Number will be a 9-digit number with the Account Number following it. Be careful not to add the check sequence number to either of these numbers.

9-digit Bank Routing Number   Account Number (enter the full number including any leading zeros)

⑆ 1 0 2 1 0 3 4 0 7 ⑆   7 7 2 0 0 0 6 8 6 6 ⑈

Caution: Don't use the numbers on a deposit slip unless it says "Use for Direct Deposit". The Routing Number is different on some slips and routes the funds to a bank holding account rather than to your personal account.

Log into UKG (Ultimate Kronos Group) - Enter Hilltop's UKG web address into the address bar: **ew33.ultipro.com**. Or, go to our employee website: **hilltoppers.htop.org** and click the Ultipro button. The UKG login page has our company logo.

For help with your UKG login information, or a password reset, contact Hilltop's IT Helpdesk at 970-244-0444, or send them an email at ithelpdesk@htop.org.

Once you are in UKG, navigate to the direct deposit setup - Myself > Pay > Direct Deposit.

To add an account, click the Add button at the top of the page. Or, in "Things I Can Do" click *Add Direct Deposit*. You can have as many deposit accounts as you would like, but the final account must be set to "Available Balance".

If you already have a direct deposit account set up and would like to change it to a different account, you must first Archive the old account. Then you can Add the new account.

If you want to edit an existing account, just click the blue Account Number link to go to that account.

Set up your Direct Deposit - Fill in the required information (indicated by a red dot). The account Status needs to be "Active". And the Prenote status will always be "Direct Deposit". If you would like a portion of your pay go to a different account, set that account up first to be a "Flat Amount" or a "Percent".

And then set the final account to receive the remaining "Available Balance".

Direct Deposit Detail

save   reset   cancel

Bank name	Alpine Bank	Status	Active ▾
Routing number	102103407	Prenote status	Direct deposit ▾
Account number	000444333	*Amount	
Account type	Checking ▾	○ Flat Amount	
		○ Percent amount	
		◉ Available balance	

When a Hilltop issued Rapid Pay Card is given to an employee instead of them using a personal bank account, the Direct Deposit setup will be as shown below. Note: The Rapid account number always begins with 353 and then adds the unique ten-digit account number that is supplied with each card. Please choose "Available Balance" as the Amount.

Direct Deposit Detail

save   reset   cancel

Bank name	Meta Bank Rapid Pay Card	Status	Active ▾
Routing number	124085244	Prenote status	Direct deposit ▾
Account number	3530000000000	*Amount	
Account type	Debit Card ▾	○ Flat Amount	
		○ Percent amount	
		◉ Available balance	

**If you close your bank account, please be sure to zero out the Direct Deposit numbers from your UKG profile and then Archive the closed account. Note: If this is done during a payday week, please contact the Payroll Department right away: 970-244-0413.

**If a Direct Deposit (also known as an ACH) is returned to Hilltop by the bank due to an incorrect account number or a closed account, it may require an additional two business days to be paid (ie. the Tuesday following the payday).