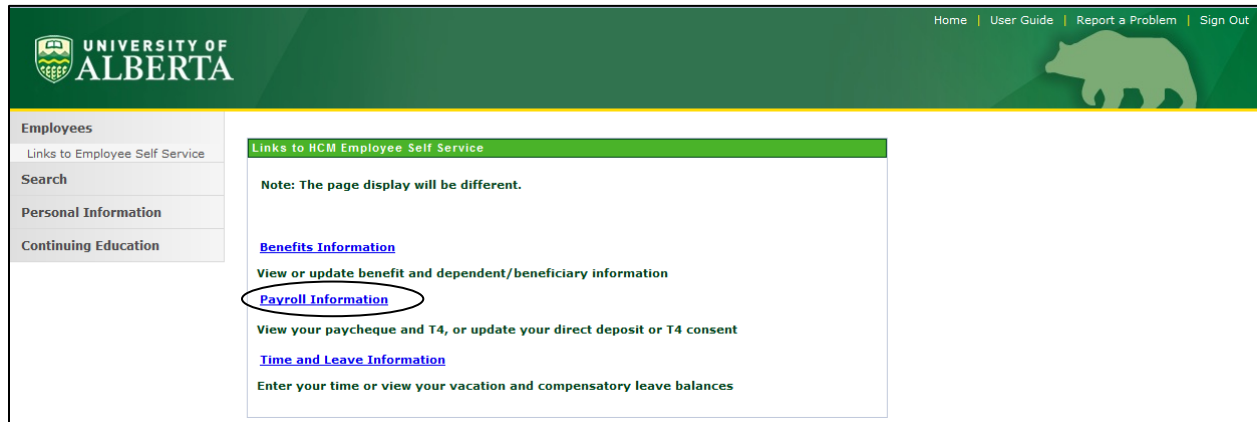


# Direct Deposit – Add Bank Account – New Setup

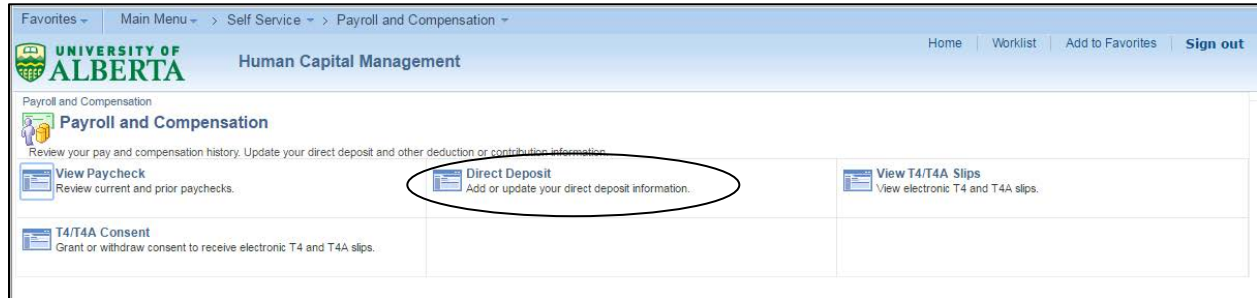
## Human Resource Services (HRS)

Add new direct deposit information. Direct Deposits can only be made to recognized Canadian financial institutions. Deposits cannot be made to a 'Line of Credit' or to foreign bank accounts.

1. Sign in to **Bear Tracks**.
2. Click **Payroll Information** from the list of Employee Self Service options



3. Click **Direct Deposit** from the menu items.



4. Click **Add Account** to enter new direct deposit information.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Payroll and Compensation ▾ > Direct Deposit

Home Worklist Add to Favorites Sign out

**UNIVERSITY OF ALBERTA** Human Capital Management

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**Direct Deposit**

Use this page to edit your current direct deposit information or set-up direct deposit to more than one bank account. Direct deposit is MANDATORY for all Payroll and Travel & Expense payments.

**PLEASE NOTE:**  
Each employee MUST have at least one bank account set up below for MANDATORY Direct Deposit. The bank account with a Deposit Type of 'Balance' will also be shared with the Travel & Expense (T&E) module for payment of travel/expense claims. T&E payments will only be made to the 'Balance' account.

Please ensure that you verify all account information you enter here to ensure that your deposits go to your valid account. You can find your account information at the bottom of your personal cheque or by contacting your financial institution.

For instructions on using this page, please refer to the help guide available on the Human Resource Services website at <http://www.hrs.ualberta.ca/SelfService.aspx>

**Direct deposits can only be made to recognized Canadian financial institutions.** Deposits cannot be made to a 'Line of Credit' or foreign bank accounts.

Chequing	Bank ID	Branch ID	Account Number	Deposit Type	Amount or Percent	Deposit Order		
<a href="#">Chequing</a>	999	99999	1234567890	Balance		999	Edit	

Please click the Add Account button to begin new setup.

**Add Account**

**Effective Date of Change** - new or edited direct deposit information has to be entered 7 calendar days prior to pay day to take effect in the current pay period.

5. Add Direct Deposit Information:

- a. Verify Your Direct Deposit information from a personal cheque or contact your financial institution. Enter your Bank, Branch and Account information.

**Bank ID** – 3 digits

**Branch ID** – 5 digits

**Account Number** - up to 12 digits depending on the financial institution.

- b. **Account Type** – From the drop down select either **Chequing** or **Savings**.

- c. **Deposit Type** – Defaults to **Balance** when direct deposit information is being set up for the first time. **The Balance account is considered your primary direct deposit account.**

Deposits can be made to more than one bank account. You can allocate portions of your paycheque to other accounts using either amount or percent. For each additional bank account save the information then use the Add Account button to add additional bank accounts.

- d. **Amount or Percent** – not applicable when direct deposit information is being entered for the first time.
- e. **Deposit Order** – Not applicable when direct deposit information is being entered for the first time.
- f. Click the **Submit** button.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Payroll and Compensation ▾ > Direct Deposit

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**Direct Deposit**

**Add Direct Deposit**

**Verify your direct deposit/banking information from a personal cheque or contact your financial institution.** Incorrect banking information can result in payment delays.

**Your Bank Information**

Bank ID  [View cheque example](#)

Branch ID

**Distribution Instructions**

Account Number

\*Account Type

\*Deposit Type

Amount or Percent

\*Deposit Order  (Example: 1 = First Account Processed)

\* Required Field

**Effective Date of Change** - new or edited direct deposit information has to be entered 7 calendar days prior to pay day to take effect in the current pay period.

[Return to Direct Deposit](#)

6. Your direct deposit information has now been submitted. Click **OK** to return to the Direct Deposit page.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Payroll and Compensation ▾ > Direct Deposit

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Direct Deposit

**Submit Confirmation**

The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheque.

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Payroll and Compensation](#) > [Direct Deposit](#)



[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

## Human Capital Management

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Changes successfully saved. Due to timing, your changes may not be reflected until a future paycheque.

Chequing	Bank ID	Branch ID	Account Number	Deposit Type	Amount or Percent	Deposit Order		
Chequing	999	99999	1234567891	Balance		999	<a href="#">Edit</a>	

Please click the Add Account button to begin new setup.

Add Account

**Effective Date of Direct Deposit - to take effect in the current pay period, direct deposit information must be entered 7 calendar days prior to pay day.**

Your Direct Deposit information can be edited or additional accounts can be added at any time.