

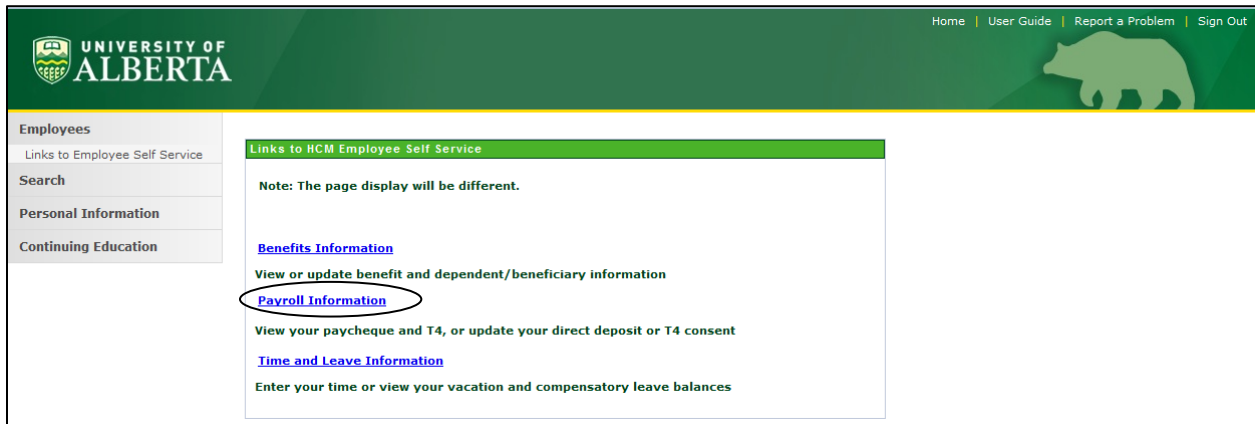
Direct Deposit – Add Additional Bank Accounts

Human Resource Services (HRS)

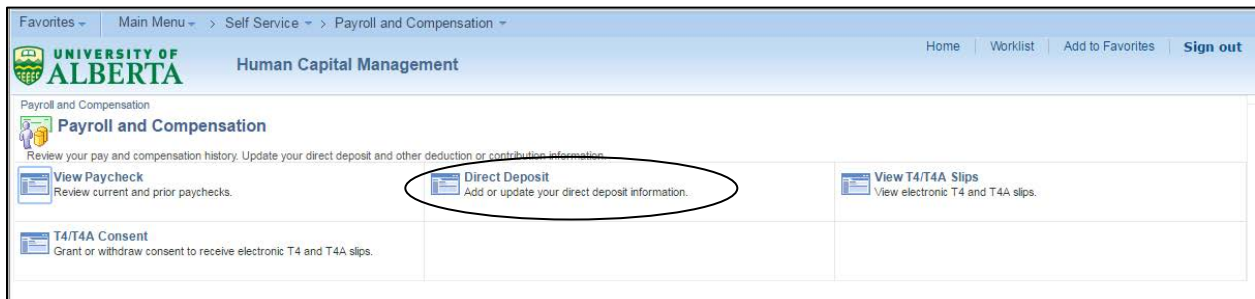
Add additional direct deposit information. Deposits can be made to more than one bank account. You can allocate portions of your paycheque to other accounts using either amount or percent.

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 additional bank accounts.

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

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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>

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Chequing	Bank ID	Branch ID	Account Number	Deposit Type	Amount or Percent	Deposit Order	
Chequing	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** – From the drop down select one of the following:

Amount – With **Amount** you can specify that a flat amount be deposited into a bank account. Note: the remaining amount of your paycheque will be deposited into your **Balance** account.

Percent – With **Percent** you can specify that a percentage be deposited into a bank account. Note: the remaining percentage of your paycheque will be deposited into your **Balance** account.

The Balance account is considered your primary direct deposit account.

- d. **Amount or Percent** – Specify the amount of percentage that will be deposited into the bank account being entered.
- e. **Deposit Order** – Your Balance account is your primary direct deposit account and it will default to 999. When entering additional bank accounts you have to specify an order of priority for each additional bank account, i.e. 2, 3, 4....
- f. Click the **Submit** button.

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)

Submit

* 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 new direct deposit information has now been submitted. This information can be edited at any time and additional accounts can also be added.

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

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

Savings	Bank ID	Branch ID	Account Number	Deposit Type	Amount or Percent	Deposit Order		
Savings	899	19632	9999999999	Amount	\$500.00	1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Chequing	999	99999	1234567891	Balance		999	<input type="button" value="Edit"/>	

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.

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.