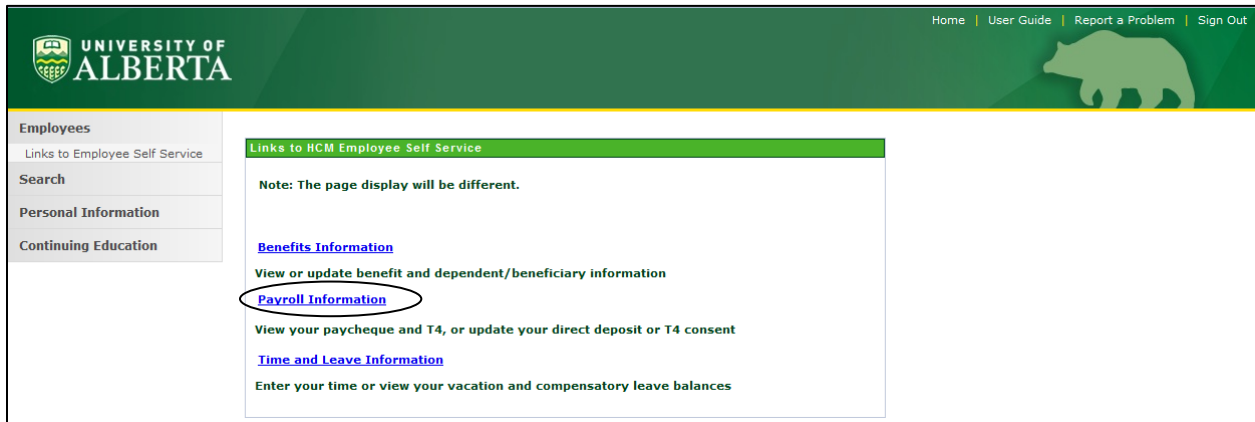


Direct Deposit – Edit/Change Bank Account

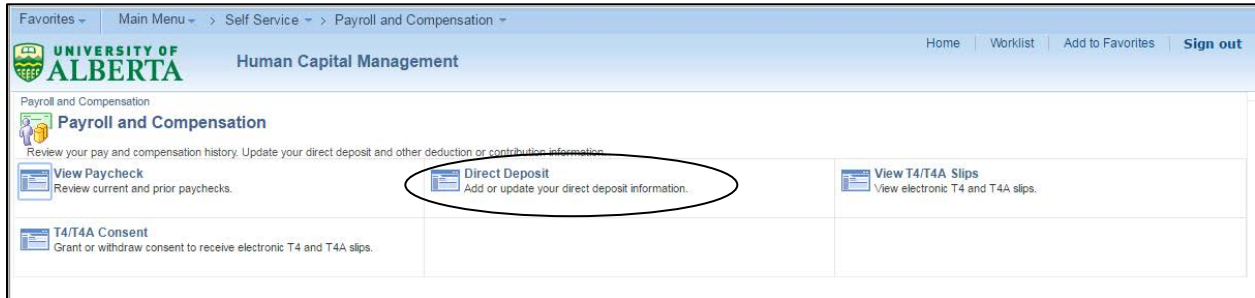
Human Resource Services (HRS)

Edit existing Direct Deposit information – change the Account Type (Savings or Chequing), change the Bank ID, or the Branch number.

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 **Edit** to change existing Direct Deposit information.

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

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UNIVERSITY OF ALBERTA Human Capital Management

Zqohp,Wwuis Osjwob

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 | |
|--------------------------|---------|-----------|----------------|--------------|-------------------|---------------|-------------|
| 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.

Verify your banking information – ensure that the direct deposit information is accurate as you are the only one who can view the information listed on this page.

5. To Change Direct Deposit Information:

- a. Verify your Direct Deposit information from a personal cheque or contact your financial institution.
- b. 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.
- c. **Account Type** – From the drop down select either Chequing or Savings.
- d. Click the **Submit** button.

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

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Direct Deposit

Change 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 **Invalid Bank or 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](#)



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Human Capital Management

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

 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 | Edit |

Please click the Add Account button to begin new setup.

[Add Account](#)

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