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.

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.

6. Your direct deposit information has now been submitted. Click **OK** to return to the Direct Deposit page.
Your Direct Deposit information can be edited or additional accounts can be added at any time.

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.