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.

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