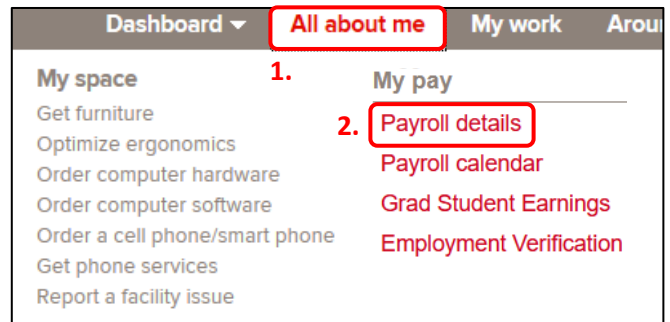


### How to Add/Update Direct Deposit Information

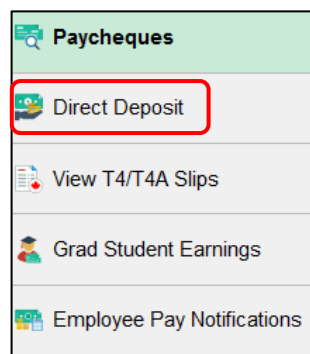
<b>Purpose:</b>	<p>At the University of Calgary, all employees (including managers) are required to enter and keep their direct deposit information up to date. Doing so ensures that when you are paid, funds are deposited to the correct bank account.</p> <p>The University of Calgary is not liable for any misdirected funds where the university relied on inaccurate or incomplete information.</p> <p>This reference guide shows you how to add direct deposit information and update that information if required.</p>
<b>Audience:</b>	All University of Calgary employees
<b>Prerequisites:</b>	Must be logged in to the myUofC portal to access banking information.

#### Step 1: Access My Paycheque Page

1. From the myUofC portal, click **All about me**.
2. Under the **My pay** header, click **Payroll details**.



The **Paycheques** page displays. Select the **Direct Deposit** tab.



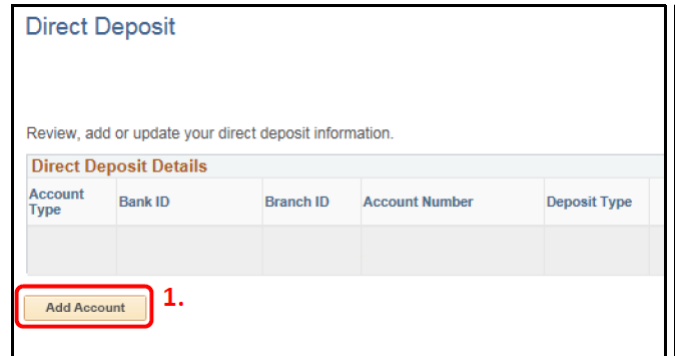
# How to Add/Update Direct Deposit Information

## Quick Reference Guide

### Step 2: Add New Account

As a new employee of the university, you need to enter a new account for direct deposit.

1. Click the **Add Account** button to begin the process of adding direct deposit information.



Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Details				
Account Type	Bank ID	Branch ID	Account Number	Deposit Type

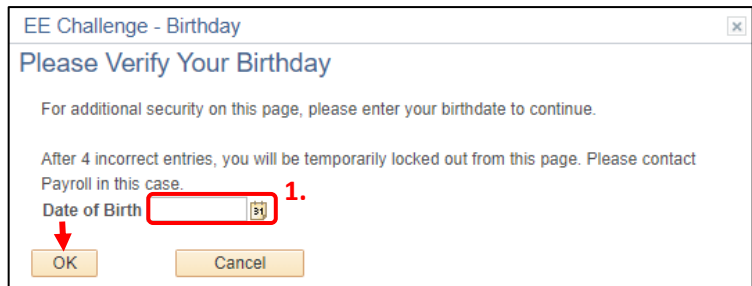
**Add Account** 1.

### Step 3: Verify Your Birthday

1. Enter your **Date of Birth** and click the **OK** button.

**Note:** After 4 incorrect attempts to enter your date of birth, the system locks you out from this page.

Contact [UService](#) for assistance if this occurs.



EE Challenge - Birthday

Please Verify Your Birthday

For additional security on this page, please enter your birthdate to continue.

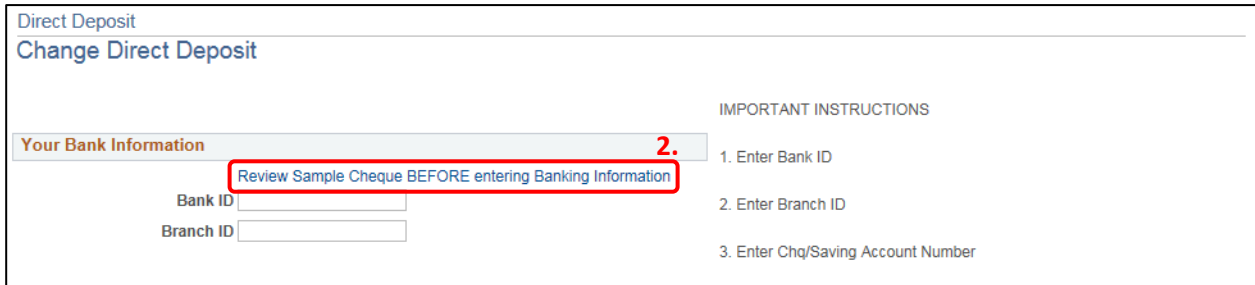
After 4 incorrect entries, you will be temporarily locked out from this page. Please contact Payroll in this case.

Date of Birth  1.

OK Cancel

### Step 4: Review Instructions and Sample Cheque

1. Review the instructions located to the right of the direct deposit entry fields.
2. Click the **Review Sample Cheque BEFORE entering Banking Information** link.



Direct Deposit  
Change Direct Deposit

**Your Bank Information** **2.**  
Review Sample Cheque BEFORE entering Banking Information

Bank ID   
Branch ID

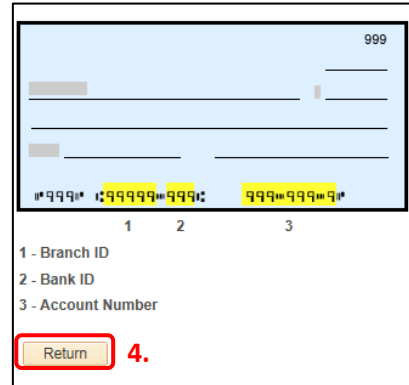
IMPORTANT INSTRUCTIONS

1. Enter Bank ID
2. Enter Branch ID
3. Enter Chq/Saving Account Number

3. If you are unsure where your banking information appears on your cheque, use the sample to ensure you are entering the correct information into each of the direct deposit fields.

The **Branch ID**, **Bank ID**, and **Account Number** are highlighted in the sample. If you do not use cheques, refer to your bank statement or online banking information.

4. Click **Return** to return to the Direct Deposit page.



999

1 2 3

1 - Branch ID  
2 - Bank ID  
3 - Account Number

Return **4.**

# How to Add/Update Direct Deposit Information

## Quick Reference Guide

### Step 5: Enter Your Banking Information

- Complete the following fields with your correct banking information:
  - Bank ID
  - Branch ID
  - Account Number
  - Retype Account Number
  - Account Type
- Review your information for correctness.
- Once you are satisfied that there are no errors, click **Submit**.

**Important:** Do not enter account numbers for credit cards, lines of credit, debit cards, or business bank accounts.

If you encounter the error below when entering your bank details, please contact UService with your Bank ID, Branch ID, and Branch Address; a member of the team will add the Branch ID into the system. After this has been completed, you may proceed with entering your direct deposit information.

**Your Bank Information**

Review Sample Cheque BEFORE entering Banking

Bank ID  **1a.**

Branch ID  **1b.**

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**Distribution Instructions**

Account Number  **1c.**

Retype Account Number  **1d.**

\*Account Type  **1e.**

\*Deposit Type

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

**3.**

Bank ID and Branch ID combination does not exist.

The Bank ID and Branch ID you have entered does not exist in the system. This Bank ID and Branch ID will need to be added to the system before you can add your direct deposit data. Contact UService at (403) 210-9300 or hr@ucalgary.ca for additional support.

### Step 6: Edit Direct Deposit Information

Direct Deposit		
Accounts		
Order	Payment Method	Account Type
1	Direct Deposit	Checking

## Next Steps

Your pay will be deposited into your account on pay day.