

How to Add/Update Direct Deposit Information

Purpose:

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.

The University of Calgary is not liable for any misdirected funds where the university relied on inaccurate or incomplete information.

This reference guide shows you how to add direct deposit information and update that information if required.

Audience:

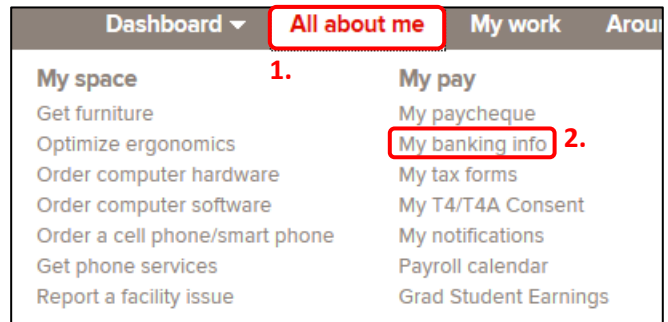
All University of Calgary employees

Prerequisites:

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 **My banking info**.

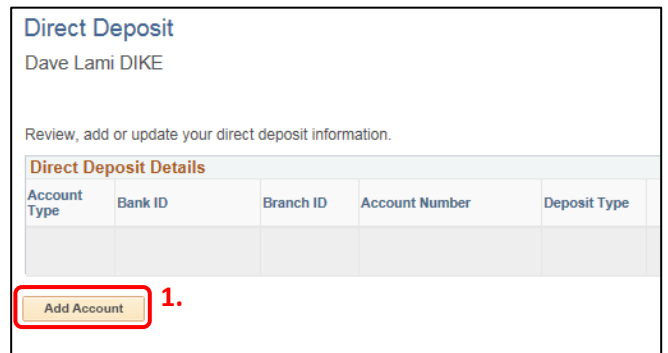


The **Direct Deposit** page displays.

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.





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 <mailto:payrolluc@ucalgary.ca> for assistance if this occurs.

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.

3. If you're not sure 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 don't use cheques, refer to your bank statement or online banking information.

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



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.

Your Bank Information

Review Sample Cheque BEFORE entering Banking Information

Bank ID 1a.

Branch ID 1b.

Distribution Instructions

Account Number 1c.

Retype Account Number 1d.

*Account Type 1e.

*Deposit Type

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

3.

Step 6: Edit Direct Deposit Information

- Once you have entered your direct deposit information, you can edit that information by clicking the **pencil icon** under the **Edit** column.
- Once you click this button, follow **Step 4** of this document to make the required changes.

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Details							
Account Type	Bank ID	Branch ID	Account Number	Deposit Type	Amount or Deposit Percent	Order	Edit
Savings	003	04990	XXXXXXXX9114	Balance of Net Pay		1	1.

Next Steps

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