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 job aid 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**.
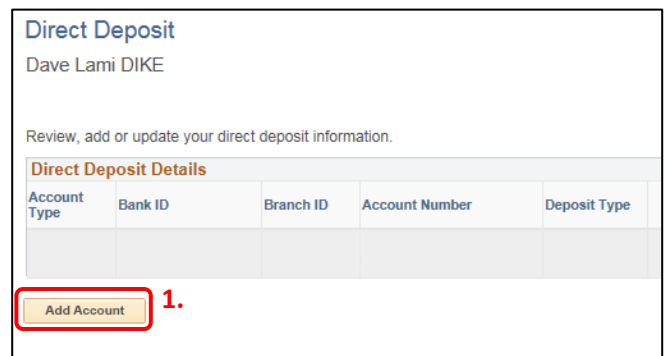2. Under the **My pay** header, click **My banking info**.

The **Direct Deposit** page is displayed.
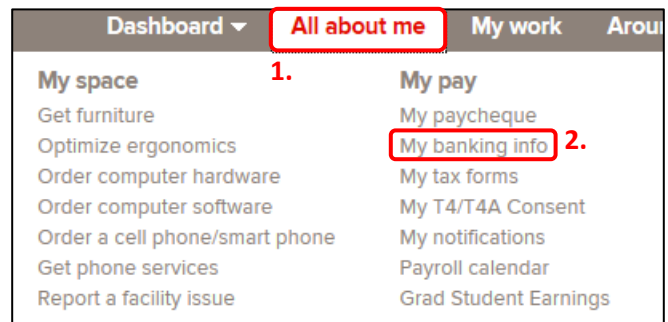
Step 2: Add New Account
As a new employee of the university, you will need to enter a new account for direct deposit.
1. Click the **Add Account** button to begin the process of adding direct deposit information.

Step 3: 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.**

IMPORTANT INSTRUCTIONS

Review Sample Cheque BEFORE entering Banking Information

Bank ID

Branch ID

1. Enter Bank ID

2. Enter Branch ID

3. Enter Chq/Saving Account Number

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.

999

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

Return **4.**

Step 4: Enter Your Banking Information
1. Complete the following fields with your correct banking information:
   a. **Bank ID**
   b. **Branch ID**
   c. **Account Number**
   d. **Retype Account Number**
   e. **Account Type**
2. Review your information for correctness.
3. 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

Bank ID **1a.**

Branch ID **1b.**

Distribution Instructions

Account Number **1c.**

Retype Account Number **1d.**

*Account Type Checking **1e.**

*Deposit Type Balance of Net Pay

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

Submit **3.**

Step 5: Edit Direct Deposit Information

1. Once you've entered your direct deposit information, you'll be able to edit that information by clicking on the **pencil icon under the Edit column**.
2. Once you click this button, follow **Step 4** of this document to make the required changes.

Once you have completed the addition of your direct deposit information, your pay will be deposited into your account on pay day. For help or additional support, contact the Human Resources Help Desk at 403-220-5932 or by email at payrolluc@ucalgary.ca.