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 **Payroll details**.

The **Paycheques** page displays. Select the **Direct Deposit** tab.
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 UService 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.
How to Add/Update Direct Deposit Information

Quick Reference Guide

Step 5: 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.

Step 6: Edit Direct Deposit Information

Once you have entered your direct deposit information, you can edit that information by clicking the item and following the instructions in **Step 4** of this document to make the required changes.

Next Steps

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