

How to Add / Update your Direct Deposit Information in MyHR Employee Self-Service

- All employees are required to enter and keep their direct deposit information up to date. This ensures that salary payments are deposited into the correct bank account.
- **Your banking information entered in the system will be used accordingly to send your funds, therefore Queen's University is not liable for any misdirected funds based on inaccurate or incomplete information.**
- This reference guide illustrates how you add direct deposit information (i.e., if you are a new hire) or update banking information.
- Before you proceed with this transaction, ensure that you have the following required information:
 - **Your three-digit Bank ID**
 - **Your five-digit Branch ID (Transit Number)**
 - **Your Account Number.**
- **Important:** If you are unsure of any required information, do not add or edit the banking information. Contact your bank branch for clarification.

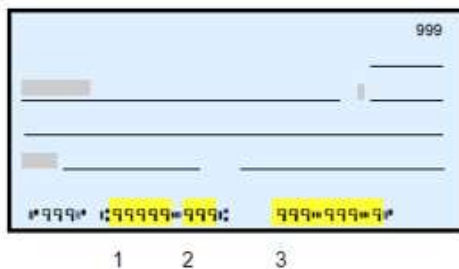
How to get your banking information:

✔ Log onto your bank to get the information often referred to as "Direct Deposit Authorization" or "Direct Deposit/Payroll Form".

✔ Using a personal cheque.

The Branch ID, Bank ID and Account Number can be obtained from your cheque.

In the cheque there are three groups of numbers. The first group provides the cheque number, the second group contains the five digit branch ID, followed by the 3 digit bank ID, and the third group contains the account number.



Signing into MyHR Employee Self-Service:

- 1) Navigate to <https://my.queensu.ca>
- 2) Log Into **MyHR** by clicking on the appropriate Link:

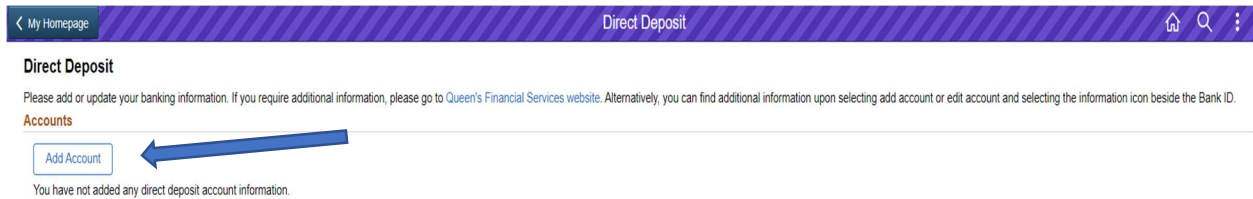


- 3) Log Into Your Account By Entering Your:
 - a. NETID@queensu.ca
 - b. Password
 - c. **Approve your Multifactor Authentication (MFA)** (if applicable)

4) Navigate to the Payroll Menu → Self Service → Payroll and Compensation → Direct Deposit

Add your Banking Information:

5) Click “Add Account”



6) Enter Your Banking Information on the “Add Account Screen”

A screenshot of the 'Add Account' form. The form has a title bar with 'Cancel' on the left and 'Save' on the right. The form is divided into sections. The first section is 'Bank' and contains four input fields: 'Bank ID', 'Branch ID', 'Account Number', and 'Retype Account Number'. A blue arrow points to the 'Bank ID' field. The second section is 'Pay Distribution' and contains three input fields: 'Account Type' (set to 'Chequing'), 'Deposit Type' (set to 'Percent'), and 'Amount or Percent' (set to '100.00').

If you are unsure of what numbers to use, click the  icon to bring up the following help guide:

- 1) **Branch ID** → This is a unique **5 Digit** Number
- 2) **Bank ID** → This is the **3 Digit** Number
- 3) **Account Number** → This is your unique main account number ranging from **7 to 12 Digits**.

DO NOT ENTER YOUR INTERAC DEBIT CARD OR CREDIT CARD / LINE OF CREDIT INFORMATION AS DIRECT DEPOSIT ACCOUNT

- 7) Once all the information has been entered and **verified**, click “**Save**”.
- 8) Once the information is saved, you should now see your banking information on the screen. **For security reasons, the account number will be partially masked.**

Direct Deposit

Please add or update your banking information. If you require additional information, please go to [Queen's Financial Services website](#). Alternatively, you can find additional information upon selecting add account or edit account and selecting the information icon beside the Bank ID.

Accounts

Order	Nickname	Payment Method	Bank ID	Branch ID	Account Number	Account Type	Amount/ Percent
1	Deposit	Direct Deposit	003	03062	XXXXX1111	Chequing	100.00%

Making Changes to Your Online Banking:

- 1) Sign into MyHR Employee Self-Service
- 2) Once on the Direct Deposit Screen, **Click the “>”** to the right-hand side of the screen

Direct Deposit

Please add or update your banking information. If you require additional information, please go to [Queen's Financial Services website](#). Alternatively, you can find additional information upon selecting add account or edit account and selecting the information icon beside the Bank ID.

Accounts

Order	Nickname	Payment Method	Bank ID	Branch ID	Account Number	Account Type	Amount/ Percent
1	Deposit	Direct Deposit	003	03062	XXXXX1111	Chequing	100.00%


- 3) This will bring up the **“Edit Account”** screen

- 4) Click on the **Pen Icon**  Beside the Account Number


Edit Account

Nickname Deposit
Payment Method Direct Deposit

Bank

Bank ID 

Branch ID

Account Number 

Retype Account Number

Pay Distribution

Account Type Chequing
Deposit Type Percent
Percent 100.00

- 5) Enter the new Banking Information then hit **“SAVE”** button
- 6) Once the information is saved, you should now see your banking information on the screen. **For security reasons, the account number will be partially masked.**