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.**
- **Do not use any account other than a personal chequing or savings account. No Corporate accounts are allowed.**
- 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

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.
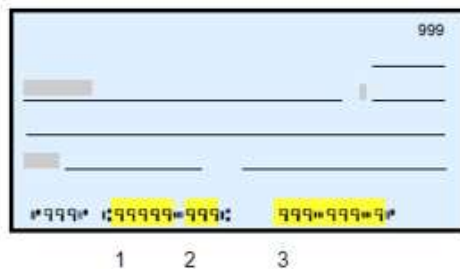
Signing into MyHR Employee Self-Service:

1) Navigate to https://my.queensu.ca

2) Log Into **MyHR** by clicking on the appropriate Link:

MyHR

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"**
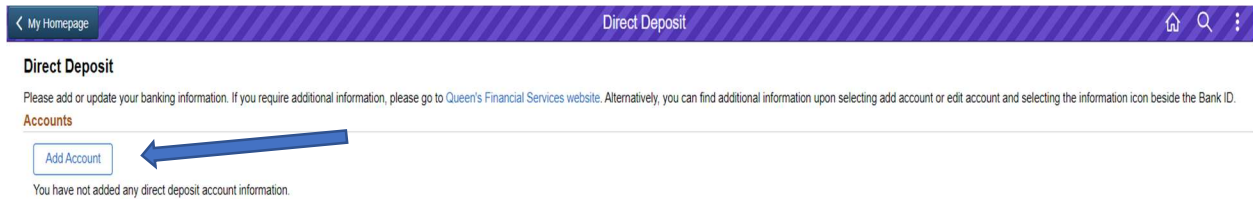
6) Enter Your Banking Information on the **"Add Account Screen"**

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

Cancel	**Edit Account**	Save

Nickname Deposit

Payment Method Direct Deposit

Bank

Bank ID 003 ℹ️

Branch ID 03062

Account Number XXXXX1111 ✏️ ←

Retype Account Number

Pay Distribution

Account Type Chequing

Deposit Type Percent

Percent 100.00

5) Enter the new Banking Information then hit **"SAVE"** button Save
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.**