












3.10 Viewing and Maintaining Direct Deposit Information

Step	Action
1.	Click the Payroll and Compensation tile.
2.	Click the Direct Deposit tile.
3.	<p>To modify existing or add new direct deposit information, you will need to provide the last four digits of your Social Insurance Number for additional security validation.</p> <p>In this scenario, you do not have a Direct Deposit already established, you wish to add your banking information.</p> <p>Click in the Social Insurance Digit field.</p> <div><input type="text"/></div>
4.	<p>Enter the last 4 digits of your Social Insurance Number.</p> <p>In this scenario, Enter a valid value e.g. "1111".</p>
5.	<p>Click the Validate button.</p> <div>Validate</div>
6.	<p>Note: An error message is displayed if an invalid Social Insurance Number is entered.</p> <p>The Social Insurance Number is validated and the "Add Account" button is now available.</p> <div>Add Account</div>
7.	<p>The "Add Account" appears in a pop-up window.</p> <p>Note: The Bank ID, Branch ID and Account Number can be obtained from your personal cheques or your Payroll pre-authorization bank form.</p> <ul style="list-style-type: none"> - If a cheque has a designation number between the Institution number and account number; this information can be dropped. - The cheque or payroll pre-authorization deposit form must be from a Canadian Bank. - The cheque or payroll pre-authorization deposit form must include your name as the account holder. <p>To view a cheque sample, click the Info icon.</p> <div></div>

Step	Action
8.	<p>The Cheque sample appears in a pop-up window.</p> <p>Click the Close button to return to the previous screen.</p> 
9.	<p>Click in the Bank ID field.</p> 
10.	<p>Enter the 3 digits of the Bank ID.</p> <p>In this scenario, Enter a valid value e.g. "001".</p>
11.	<p>Note: An error message is displayed if the Branch ID is invalid.</p> <p>Click in the Branch ID field.</p> 
12.	<p>Enter the desired information into the Branch ID field.</p> <p>Enter, a valid value, e.g. "38512".</p>
13.	<p>Click in the Account Number field.</p> 
14.	<p>Enter the desired information into the Account Number field.</p> <p>Enter, a valid value e.g. "9999999".</p>
15.	<p>Click in the Retype Account Number field.</p> 
16.	<p>Enter the desired information into the Retype Account Number field.</p> <p>Enter, a valid value e.g. "9999999".</p>
17.	<p>Click the Account Type list.</p> 
18.	<p>Click the Chequing list item.</p> 
19.	<p>Click the Save button.</p> 

Step	Action
20.	<p>A save confirmation message will appear briefly at the top of the page and the direct deposit information is now listed.</p> <p>You will now receive an Email confirmation to your Primary email address (@yorku.ca).</p>
21.	<p>Note: The following error message is displayed if the system cannot validate any of the Banking information entered. Repeat Steps 12 through 15 to ensure the data was entered correctly. If message persists, then email hrhelp@yorku.ca for further assistance.</p> <p>You now wish to edit account number.</p> <p>Click the Right (>) arrow.</p> <p>></p>
22.	<p>To Edit Account Number, click the Pencil icon.</p> <p></p>
23.	<p>Enter the desired information into the Account Number field. Enter a valid value e.g. "9871234".</p>
24.	<p>Enter the desired information into the Retype Account Number field. Enter a valid value e.g. "9871234".</p>
25.	<p>Note: If you decide to cancel the Edit Account number changes, you may click the cancel button. In this case, the system will not save your changes and no email confirmation will be generated.</p> <p>Click the Cancel button.</p> <p></p>
26.	<p>You have completed this tutorial.</p> <p>End of Procedure.</p>