

Direct Deposit – Adding/Editing

OVERVIEW

This document provides a step-by-step guide to adding or editing your Direct Deposit information from a Covenant Health network computer.

Employees of Covenant Health are requested to use e-People Employee Self Service to submit direct deposit enrolment or changes to Payroll no later than 5 days after their start date.

IMPORTANT

For security reasons changes or updates to your direct deposit information cannot be made from your home computer, you will have view access only to this information. To change or update your direct deposit information you must log on to a network computer.

If it is not possible to use e-People, you may submit a completed [Direct Deposit Enrolment or Change Request form](#) as per the instructions on the form. Payroll cannot accept VOID cheques to change direct deposit information.


KEY INFORMATION

- It is the employee's responsibility to ensure direct deposit information is accurate.
- Inaccurate information will affect the timely deposit of your pay or could result in not receiving your payment.
- When adding or changing any banking information, it could take up to 2 weeks or a full pay period for any changes to take effect. Wait until you have received a pay cheque into newly added accounts before closing your old account, to avoid unnecessary delays in receiving payments.
- Up to three bank accounts can be set up for Direct Deposit. See [Multiple Bank Accounts](#) for details.
- Changes to your direct deposit information in e-People should be completed by 3:00 PM Wednesday of a non pay week in order for the information to be changed prior to payday. If changes to your direct deposit account are made after this time, your payroll may be deposited to your old account number. Do not close your old account before you verify your pay is being deposited to your new account.
- If you work for multiple organizations (e.g. Covenant Health and AHS) direct deposit banking information is included in the basic demographic information that is shared across all employers. When you update your direct deposit banking information with one employer, it will apply and change for all employers.
- If you previously worked for Covenant Health or Alberta Health Services, upon rehire you must confirm your direct deposit information is correct to avoid unnecessary delays in receiving your payments.

For detailed instructions, refer to the applicable section below:

[Adding/Editing Direct Deposit Information](#)
[Multiple Bank Accounts](#)

Employee Self Service may be accessed on your screen through:

- My Homepage drop down on the top left hand corner
- the NavBar  on the top right hand corner

Adding/Editing Direct Deposit Information

- 1 Log into e-People and navigate to **Employee Self Service > Payroll and Compensation > Direct Deposit**.
- 2 To edit your current account information, select the Edit icon. To add an account, select Add Account.

Direct Deposit
Review, add or update your direct deposit information.

When adding or changing your direct deposit banking information, you are responsible for ensuring the information you provide is accurate. Inaccurate information could affect the timely deposit of your payment or may result in you not receiving your payment.

When adding or changing any banking information, it could take up to 2 weeks or a full pay period for any changes to take effect. Wait until you have received a pay cheque into newly added accounts, before closing your old account, to avoid unnecessary delays in receiving payments.

For security reasons you cannot access your direct deposit information from your home computer. You must log on to a network computer or complete the Direct Deposit Enrolment/Change Request form listed in the Adding or Editing Direct Deposit Information reference guide listed below.

For detailed instructions on using this page:



- AHS/APL employees, click here: [Adding or Editing Direct Deposit Information](#)
- Carewest employees, click here: [Adding or Editing Direct Deposit Information](#)
- Covenant employees, click here: [Adding or Editing Direct Deposit Information](#)

AHS/COV/APL Employees, if you have questions or need further clarification, direct your inquiries to the HR Contact Centre using the [HR Contact Centre Portal](#) or by calling 1-877-511-4455.

CW Employees, please direct your inquiries to 1-833-943-8100.

If you are having difficulty determining your Institution Number (Bank ID), Transit Number (Branch ID), or Account Number, please contact your financial institution.

Direct Deposit Details


Account Type	Bank ID	Branch ID	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Chequing	004	02389	5555555	Balance of Net Pay		999		


[Add Account](#)


Note: You may view your current account information by clicking on the Account Type link.

- 3 Enter the **Bank Information** (Bank ID/Financial Institution number and Branch ID/Transit number. Use the magnifying glass to avoid errors when entering your Bank ID/Financial Institution Number (3 digits) and Branch ID/Transit Number (5 digits). Note: If you are editing your direct deposit information, the fields will be pre-populated.

Your Bank Information

Country Code 

Bank ID  [View Cheque Example](#)

Branch ID 

Bank/Financial Institution Name	Institution #	Account No. Digits
Bank of Montreal	001	7
The Bank of Nova Scotia	002	7
Royal Bank of Canada	003	7
The Toronto-Dominion Bank	004	7-10
National Bank of Canada	006	7
Canadian Imperial Bank of Commerce	010	7-10
HSBC Bank Canada	016	9
Canadian Western Bank	030	12
Alberta Treasury Branches	219	9-11
President Choice	326	10
Motus Bank	374	12
The Canada Trust Company	509	7
Manulife Bank of Canada	540	7
CS Alterna Bank	608	7
Tangerine Bank	614	10
Peoples Trust Company	621	12
The Equitable Trust Company	623	9
Central 1 Credit Union British Columbia	809	9-12
Meridian Credit Union	837	12
Credit Union Central of Saskatchewan	889	12
Credit Union Central Alberta Limited	899	9-12

4 Enter your **Account Number**, **Retype Account Number** and **Account Type**.

- When adding an account number you will need to **type** it in the designated field (you cannot paste it).
- Check that your account information is correct and you have the correct institution number and number of digits in the account.
- Deposit Type** – select Balance of Net Pay. This will be the default account and the Deposit Order will be 999.
- Amount or Percent** – you do not need to enter anything here, this field is only if you add additional bank accounts (see the [Multiple Bank Accounts](#) section for details).

Distribution Instructions

Account Number Please, do not enter spaces or dashes in the Account Number.

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent

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

5 After confirming the information is accurate, select Submit. There will be a confirmation the information was submitted.

6 The account information shows in the **Direct Deposit Details** box.

Direct Deposit Details								
Account Type	Bank ID	Branch ID	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Savings	004	00069	9182736	Percent	10.00%	2		
Chequing	003	05489	5336953	Balance of Net Pay		999		

7 If you would like to remove any of your additional accounts, click the Recycle Bin in the Remove column.

Multiple Bank Accounts

Up to three bank accounts can be set up for Direct Deposit. It is important to understand the deposit order and assignment of pay amounts to ensure the deposits meet your needs.

- Pay is deposited in order of accounts with the Balance of Net Pay account being the last account and a default deposit order of 999.
- The Balance of Net Pay account will be used by the employer if there is an agreement to direct debit amounts payable to the employer e.g. benefit premiums while on a leave of absence.
- If you choose % as one of the deposit amounts and your net pay fluctuates based on hours worked, the amount deposited will also fluctuate.
- You can have a maximum of three accounts. The default account will always be the last account displayed and will read 999 – it is the last in the order of accounts.
- For example: Three deposit accounts are setup. The employee's pay is \$1500.00

Deposit Order	Account	Amount or Percent	Amount Deposited
1	Savings	30% (\$1500.00 X 30%)	\$450.00
2	Credit Union	\$500.00	\$500.00
999	Chequing	Balance of Net Pay (\$1500.00 - \$450.00 - \$500.00)	\$550.00

Note: If you have entered multiple bank accounts with % amounts and do not have a "Balance of Net Pay" type of account entered then you will get an error message as shown below.

Error : Missing entry of Deposit Type (Balance of Ney Pay)..
You must have a Balance of Net Pay account identified.

OK

ADDITIONAL SUPPORT & RESOURCES

HR Contact Centre

Phone: 1-877-511-4455

CompassionNet: Employee Centre > My Compensation > My Pay > e-People > [HR Contact Centre Portal](#)

HR Business Support & System Solutions (Manager Services Support)

Phone: 1-844-442-9011

Email: HRBusinessSupport@covenanthealth.ca

e-People Resources Pages

CompassionNet > Employee Centre > My Compensation > My Pay > [e-People](#)