

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.

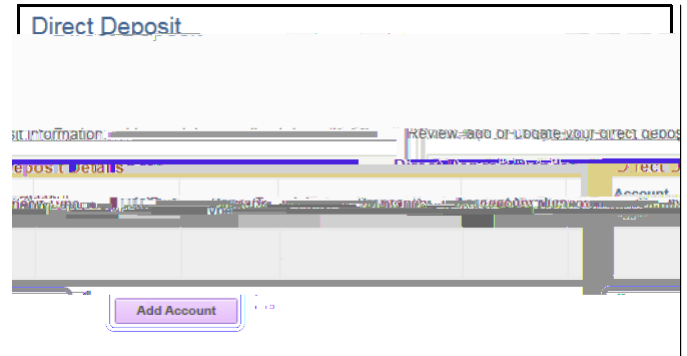
This reference guide shows you how to add direct deposit information and update that information if required.



All University of Calgary employees




As a new employee of the university, you need to enter a new account for direct deposit.

1. Click the  button to begin the process of adding direct deposit information.



1. Enter your  and click the  button.

 : 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.

