

# EMPLOYEE DIRECT DEPOSIT

(for monthly & hourly paid employees)

Payments for all new employees (both monthly and hourly) will be made to the employee bank account via direct deposit. Payments include net salary and scholarships/fellowships processed through Payroll and staff reimbursements such as travel claims processed through Payment Services.

Direct Deposit detail can be provided by:

- Entering the data online via PAWS - Admin Services tab, "My Employment" channel. For more information, click [here](#).
- Complete the Payroll Direct Deposit form which is located at: [http://www.usask.ca/fsd/forms\\_and\\_reports/](http://www.usask.ca/fsd/forms_and_reports/)

## Procedures:

1. We recommend you complete the form on-line to take advantage of the field length and formatting features.
2. For deposit to a chequing account please attach a sample cheque, marked VOID. For other accounts you may want to verify the detail with your financial institution.
3. This form must also be submitted to the Payroll Department (see Distribution information below) whenever your bank account number and/or financial institution change. Failure to do so could result in your payroll deposit being rejected and receipt of your pay being delayed. This form must be received in Payroll at least 10 calendar days prior to payday.
4. To access your pay cheque information on-line, connect to PAWS at <http://paws.usask.ca>, enter your NSID and password, select the "Admin Services" tab, and select the "My Employment" channel.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Employee ID Number \_\_\_\_\_ or SIN (Social Insurance Number) \_\_\_\_\_

Campus Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Financial Institution \_\_\_\_\_

Branch \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Account Number \_\_\_\_\_

Bank ID \_\_\_\_\_ Branch ID \_\_\_\_\_

**Distribution: Forward the completed form to the Payroll Department - Room E70, Administration Building.**

## Payroll Department Use Only:

Pay Frequency: Monthly <input type="checkbox"/> Hourly <input type="checkbox"/>	Processed Date: _____	Processed By: _____
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Date Received: \_\_\_\_\_