

# EMPLOYEE DIRECT DEPOSIT

(for semi-monthly & hourly paid employees)

Employees will be paid by direct deposit and are required to complete this form prior to their start date. If you have already started employment, please enter the required data online via [PAWS - Employment Resources/Pay and Time Reporting](#). You are encouraged to use the online portal in order to take advantage of the field length and formatting features, in addition to ensuring that your banking information is instantly updated for pay purposes.

For more information, see the [ConnectionPoint Knowledge Base](#).

**Procedures:**

1. For deposit to a chequing account, please attach a sample cheque marked VOID. Alternately, attach a pre-authorized payment or direct deposit payment form from your financial institution. For other accounts you may want to verify the details with your financial institution.
2. This form or the online form **must** be completed 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 at ConnectionPoint at least 10 calendar days prior to payday.
3. To access your pay cheque information on-line, connect to PAWS at <http://paws.usask.ca>. Enter your NSID and password, search the "Apps and services" section for the Employment Resources channel, and then choose the Pay and Time Reporting link.

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

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

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

Alternate Phone Number \_\_\_\_\_ Alternate Email \_\_\_\_\_

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

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

Branch (where account was first opened) \_\_\_\_\_

Address \_\_\_\_\_

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

Bank ID/Institution \_\_\_\_\_ Branch ID/Transit \_\_\_\_\_

Please Note:  
 - The account number is not your bank card number  
 - Your account must be with a Canadian bank  
 - You can only deposit the funds to one account  
 - The account is not a line of credit or business account  
 - Chequing or savings accounts only

**Distribution:** Forward the completed form to ConnectionPoint - [connectionpoint@usask.ca](mailto:connectionpoint@usask.ca). Phone: 306-966-2000

**ConnectionPoint Use Only:**

Pay Frequency:	Semi-Monthly <input type="checkbox"/>	Hourly <input type="checkbox"/>	Processed Date: _____	Processed By: _____
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<b>Date Received:</b>
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