

DESKTOP – DIRECT DEPOSIT CHANGE

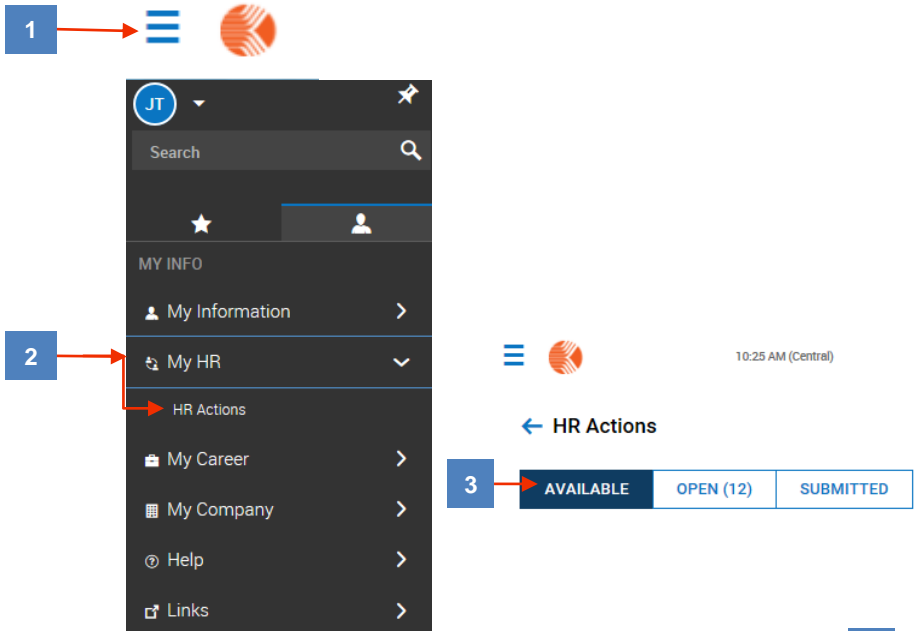
Objective

To learn how to submit an HR Action request for personal information changes & update banking information.

Direct Deposit Change

1. Click the **Show Menu** icon to open the Navigation menu (*top left corner of screen*)
 2. Click the **My HR** option & from the drop down menu select **HR Actions**.
 3. Navigate and click on the **Available** tab for a list of HR Actions to appear
 4. Click the **Start** option to the right of **Direct Deposit Form** to update your banking information.
 5. Complete all * **mandatory fields** (including **Transit Number, Institution Number & Account Number** with the **\$ amount** or **% Percentage** you would like deposited into the updated account).
- Click **Sign** when finished which will prompt you to enter your Kronos login Password.
6. Select **Upload Document** to attach a copy of a void cheque or direct deposit banking information printout
 7. Select **Submit** to request the Direct Deposit Change.

You will receive a notification email once submitted your request with approval or rejection if changes are needed.



Direct Deposit Form

Update banking information & allocate a dollar amount or % to atleast one account > **upload** a copy of a void cheque or direct deposit banking information printout > select **submit** when finished.

1 of 1 101% Reset

Payroll Banking Information Change

Name: Employee ID #:

Effective Date of Change: Signature:

Account Information:
Please input the numbers correctly, using the following as an example to assist you in completing the information accurately. Please note that it is your responsibility to record accurate information. If you have any questions or need assistance, please contact hr@oxfordcounty.ca for assistance **prior to** submitting this form.

Account #1:

Branch Transit Number (5 digits):
 Financial Institution Number (3 digits):
 Account Number:

Deposit into Account #1 (per pay deposit):

Amount (\$): **OR** Percentage (%):

Account #2: (if you want all of your pay deposit into account #1 leave this section blank)

Branch Transit Number (5 digits):
 Financial Institution Number (3 digits):
 Account Number:

Deposit into Account #2 (per pay deposit):

Amount (\$): **OR** Percentage (%):

Name: Employee ID:

Effective Date of Change *: Signature *:

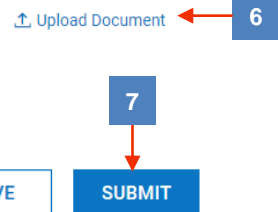
Account 1 Branch Transit Number 5 digits:
 Account 1 Financial Institution Number 3 di...:

Account 1 Number:
 Acct 1 Amount: \$

Acct 1 Percentage:
 Account 2 Branch Transit Number 5 digits:

Account 2 Financial Institution Number 3 di...:
 Account 2 Number:

Acct 2 Amount: \$
 Acct 2 Percentage:



Note: Account #1 will be used for any employee reimbursements from Accounts Payable. If you want a different account used for that purpose, please contact ap@oxfordcounty.ca