UNIVERSITY OF SASKATCHEWAN

EMPLOYEE DIRECT DEPOSIT

(for monthly & hourly paid employees)

Print Form

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, see the ConnectionPoint knowledgebase.
- Completing the Employee Direct Deposit form.

Procedures:

1. We recommend you complete the form electronically 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 ConnectionPoint (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 at ConnectionPoint 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 ConnectionPoint - Room 258, Arts Building.**

ConnectionPoint Use Only:

Pay Frequency: Monthly ☐ Hourly ☐	Processed Date: _____	Processed By: _____

Date Received: