

Original Approval Date: January 15, 2003

Most Recent Approval Date: May 1, 2013

Parent Policy: [Employment Relationship Policy](#)

Payment by Electronic Banking/Direct Deposit Procedure

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| Office of Administrative Responsibility: | Human Resource Services |
| Approver: | Vice-Provost and Associate Vice-President Human Resources |
| Scope: | Compliance with this University procedure extends to all paid members of the University community with the exception of non-resident visiting speakers. |

Overview

The University of Alberta requires that all **payments** made to employees, graduate students, postdoctoral fellows and visiting speakers are by direct deposit. Payment by cheque will be available only for **non-resident visiting speakers** and special circumstances.

Purpose

To outline the process necessary to ensure that employees, students, graduate students, postdoctoral fellows and visiting speakers receive ongoing and one-time payments from the University of Alberta through direct deposit in Canadian funds to one or more Canadian bank accounts.

PROCEDURE

1. Upon the creation of any new employment, scholarship, fellowship or visiting speaker appointment, a **CCID** and password will be granted enabling access to **Bear Tracks**.
2. The payment recipient must access Bear Tracks before their first payment date to review and ensure that up-to-date direct deposit banking information is recorded.
3. If payment recipients are not able to access to Bear Tracks to enter their own direct deposit banking information before their first payment, departments must have the payment recipient complete the Electronic Banking/Direct Deposit Form and submit it to Payroll Operations with the appropriate appointment form or provide the direct deposit information through the HR Hire SmartForm (eForm) a minimum three days before the first payment date.
4. For Travel and Expense reimbursement, direct deposit bank account information within the **PeopleSoft HCM** is interfaced directly to the PeopleSoft Financials application and payments will be made by direct deposit to the bank account designated as the 'balance' account within Bear Tracks. Detailed instructions are provided in Bear Tracks to instruct users how to split payments between multiple accounts.
5. Off-cycle payments will be paid by direct deposit and cheques will be issued only in special circumstances.

6. Non-resident visiting speakers that do not have a Canadian bank account will be paid by cheque. Please ensure that the correct mailing address for the payment recipient has been recorded in PeopleSoft HCM.
7. Payments for special circumstances, as determined necessary by Payroll Operations, will be paid by cheque.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

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| Payments | Remittances for such items as, but not limited to, semi-monthly and monthly payroll, scholarship payments, honorariums, fellowships, cash awards/allowances, professional expense claims, travel & expense claims. |
| Non-Resident Visiting Speaker | An individual residing outside the country of Canada receiving an honorarium payment in non-Canadian funds. |
| CCID | Campus Computing ID issued by AICT upon appointment to the university. |
| Bear Tracks | A online self-service application for employees, students and others with HR appointments to record, view and manage their own personal data including addresses, direct deposit, benefits, payments and more. |
| PeopleSoft HCM | The PeopleSoft Human Capital Management system that tracks all appointment and personal data on persons paid or managed by Human Resource Services. |

FORMS

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