

How to Update Direct Deposit Information Through Self-Service Employee Dashboard

If your situation is not covered below, please contact Payroll Services at prassist@kpu.ca for more information.

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Accessing Your Direct Deposit Information

1. Go to ONE.KPU and select the "Employee Dashboard" tile.

The screenshot shows the ONE.KPU homepage. At the top, there is a search bar with the text "What would you like to do?" and a search icon. Below the search bar, there is a navigation menu with "Employee" selected. A red banner at the top right says "Apply to Graduate!" with a close button. Below the banner, there is a "Featured" section with several tiles: "Employee Webmail", "Employee Dashboard" (highlighted with a blue callout box and the text "Select 'Employee Dashboard'"), "Student Profile", "Library", and "Banner 9 Application Navigator".

2. On the Employee Dashboard page, select "Direct Deposit Information".

The screenshot shows the Employee Dashboard page. At the top, there is a header with the KPU logo and "KWANTLEN POLYTECHNIC UNIVERSITY". Below the header, there is a "Employee Dashboard" title. The main content area has a "My Profile" button and a "Leave Balances as of 12/05/2022" section with a "Vacation in days" field. At the bottom, there is a "Pay Information" section with a "Latest Pay Stub: 12/02/2022" and two links: "All Pay Stubs" and "Direct Deposit Information" (highlighted with a blue callout box and the text "Select 'Direct Deposit Information'").

Setting Up Direct Deposit Information

- Follow steps 1 and 2
- Select "Add New" under "Proposed Pay Distribution"

KPU KIMIKU POLYTECHNIC UNIVERSITY Catherine Laramie

My Profile - Direct Deposit Allocation

Pay Distribution as of 06/05/2020

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
				CAS

Total Net Pay: CAS

Proposed Pay Distribution

Select *Add New*

You have not added any payroll allocations yet. Click "Add New" to add an allocation.

- Select "Create New"

Add Payroll Allocation

Choose an option:

Create from existing account information

Create new

CANCEL | SAVE NEW DEPOSIT

- Using the "[How to translate a cheque into Banner direct deposit information](#)", enter the Bank Routing Number and the Account Number as follows

Add Payroll Allocation

Choose an option:

Create from existing account information

Create new

Bank Routing Number:

Account Number:

Bank Name:

Account Type:

Priority:

Amount:

Use Remaining Amount

Use Specific Amount

Use Percentage

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL | SAVE NEW DEPOSIT

Security Measures

For your security, any changes to your direct deposit information will have a status of “Prenote” which **will not** result in your pay being deposited to your new account.

The screenshot shows the 'Direct Deposit Allocation' page for KPU. It displays a 'Proposed Pay Distribution' table with the following data:

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Sample	xxxxx2345	xxxxx9012	Checking	Remaining	1	CAS	Prenote

A callout box points to the 'Prenote' status with the text: "Your direct deposit information is saved with a status of 'Prenote'".

IMPORTANT: Do not add an account to the Accounts Payable Deposit section. Payroll Services will do this for you.

The screenshot shows the 'Accounts Payable Deposit' section of the 'Direct Deposit Allocation' page. It contains a table with one record:

Bank Name	Routing Number	Account Number	Account Type	Status
<input type="checkbox"/> Sample	xxxxx2345	xxxxx9012	Checking	Prenote

A callout box points to the 'Accounts Payable Deposit' section with the text: "DO NOT add an Accounts Payable account. This will be completed by Payroll Services." Below the table, there is a note: "The Net Pay Distribution above is based on your last payroll. Future distributions may vary based on future Net Pay Amounts."

Direct deposit records with a status of “Prenote” will be reviewed by a member of the Payroll Services team and you will be contacted by phone to confirm the change.

Once confirmed, Payroll requires a written confirmation of change sent from your KPU email address to prassist@kpu.ca.

Payroll will then update your Accounts Payable record and change the status of both records to “Active” which **will** result in your pay being deposited to this account.

The screenshot shows the 'Direct Deposit Allocation' page with both sections updated. The 'Proposed Pay Distribution' table now shows the record with an 'Active' status:

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/> Sample	xxxxx2345	xxxxx9012	Checking	Remaining	1	CAS	Active

The 'Accounts Payable Deposit' table also shows the record with an 'Active' status:

Bank Name	Routing Number	Account Number	Account Type	Status
<input type="checkbox"/> Sample	xxxxx2345	xxxxx9012	Checking	Active

Both 'Active' statuses are circled in red. A note at the bottom states: "Only one Accounts Payable Deposit can exist at a time. Edit the existing deposit, or select and delete it before adding a new deposit."

How to translate a cheque into Banner direct deposit information



When reading the numbers at the bottom of your cheque, please note there are 4 distinct groupings:

- The first set of numbers (3 digits) represent the pre-printed cheque number on that individual cheque. In this instance, the cheque number is “123”. This **does not** get entered as part of your direct deposit information.
- The second set of numbers (5 digits) represents the “Branch Transit Number”. This number is unique within a specific financial institution and identifies which specific branch your account is held at.
- The third set of numbers (3 digits) represents the “Financial Institution Number”. This number is unique to the specific financial institution your account is held at.
- The fourth set of numbers (between 7 and 12 digits) represents your specific account number. Each deposit account you hold at your financial institution has a unique number (chequing versus savings, for example).

Banner breaks direct deposit information down into 2 components: Bank Routing Number and Account Number.

Bank Routing Number

This is a 9-digit number made up of the following:

- A leading “0”
- The 3-digit Financial Institution Number (pictured above)
- The 5-digit Branch Transit Number (pictured above)

In the example above, the Bank Routing Number is 099912345.

Account Number

This is a 7 to 12-digit number which identifies your unique deposit account.

In the example above, the Account Number is 456789012.

Troubleshooting

Error message: An invalid routing number was entered. Please enter a valid routing number

This message appears either because:

- You have not entered a valid Bank Routing Number; or
- The Bank Routing Number entered is valid but has not been set up in our database.

Please review your entry to confirm you have entered the correct 9-digit number. A common error is to enter the “cheque number” instead of the “Financial Institution Number”. If you confirm your Bank Routing Number is correct, please scan a copy of your cheque or print it out from your financial institution to prassist@kpu.ca. We will add your Bank Routing Number to our database and advise you when this is complete.

Please refer to [“How to translate a cheque into Banner direct deposit information”](#) for more information.