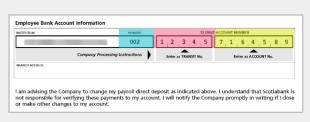# Add Your Banking Information Within the HRMS

Welcome to your new position at Humber College! We are excited for you to start your journey with us, and to make it a little easier, here are the steps on how to add your banking information into the Human Resources Management System (HRMS).

First things first, you will need a **Direct Deposit** form or a **Void Cheque** from your bank for a Chequing or Savings account in order to complete this information. **Inaccurate or missing information will result in a delay of pay.**

This document contains your:

- Institution Number
- Transit Number
- Account Number

Once you have signed into the HRMS, using your single sign-on ID and password:

Click on the **Pay** icon

Click on **Payment Methods**

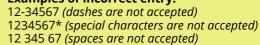Next to Bank Accounts, click **+Add**

+ Add

It is critical to ensure you carefully follow each step and sub-step from this point onwards. If you skip a step or make an incorrect entry, this may result in a submission of incorrect banking information resulting in delayed pay.

For the **Account Number** field, enter your account number by following the next steps:

- *Account numbers are usually **7-12 digits**, and they are specific to your personal bank account. (This information can be found on your **Void Cheque** or **Direct Deposit** form.)*

- *Please ensure the account number entered **only contains numbers and it does not contain any spaces, dashes or special characters**.*

Examples of incorrect entry:
12-34567 *(dashes are not accepted)*
1234567* *(special characters are not accepted)*
12 345 67 *(spaces are not accepted)*

Example of correct entry:
1234567

To fill out the **Bank** field, carefully follow the steps below:

- *Use the **dropdown arrow** next to the **Bank** field to select your Bank.*

*Note: Click **Search...** to find your bank via the Bank Code*

- *<u>Do not</u> fill out the **Bank Name** field.*

- *Enter your **Bank Code**, also known as **Institution Number**. (This information can be found on your **Void Cheque** or **Direct Deposit** form.)*

- *Click **Search**.*

- *Select your **Bank Name** from the search results. The row will **highlight** once selected. (If multiple results appear, make sure to select the <u>first result</u>)*

- *Click **OK**.*

For the **Bank Branch** field, carefully follow the steps below:

- *Use the **dropdown arrow** next to the **Bank Branch** field to select your Bank Branch.*

*Note: Click **Search...** to find your branch via the Branch Number*

- *<u>Do not</u> fill out the **Bank Branch** or **Bank field***

- *Enter your **Branch Number**, also known as **Transit or Branch Number**. (This information can be found on your **Void Cheque** or **Direct Deposit form**.)*

- *Click **Save** to complete the first part of the process - Add Bank Account.*

*Note - you **must complete the following additional steps below** to complete the end-to-end banking process.*

- *Next to **My Payments Methods**, click **+Add**.*

- *In the **What do you want to call this payment method?** field, enter 'Humber Pay'.*

- *For the **Payment Type** field, select **Direct Deposit** from the dropdown menu.*

- *For the **Bank Account** field, the account number you added above would show up here.*

- *Click on **Save** to complete the whole process.*

You can also access this information by visiting the **HRMS Knowledge Base** at **https://humber.ca/hrms/**.
Then click on **Learn By Role** - **Employee** - **Manage My Career and Pay**.