

Setting up your direct deposit

About direct deposit

Setting up your direct deposit allows you to receive payments directly into your bank account. You may need to set up direct deposit in Workday if:

- You have a tuition credit on your account and are requesting a refund.
- You will receive a bursary, award, or scholarship.
- You will receive funding from your US Loans.
- You will be reimbursed for an expense from UBC.
- You will receive a paycheck from UBC as a student staff.

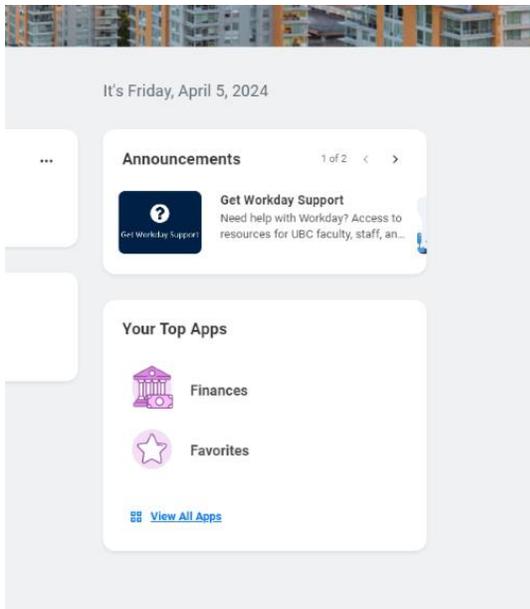
To set up direct deposit information, you will need a chequing or savings account at a Canadian financial institution or bank. You can find your banking information, like your Institution Number, Transit Number, and Account Number, at the bottom of your personal cheque. If you don't have a cheque, contact your financial institution for your deposit details.



How to add your direct deposit information

First, go to your Finances App

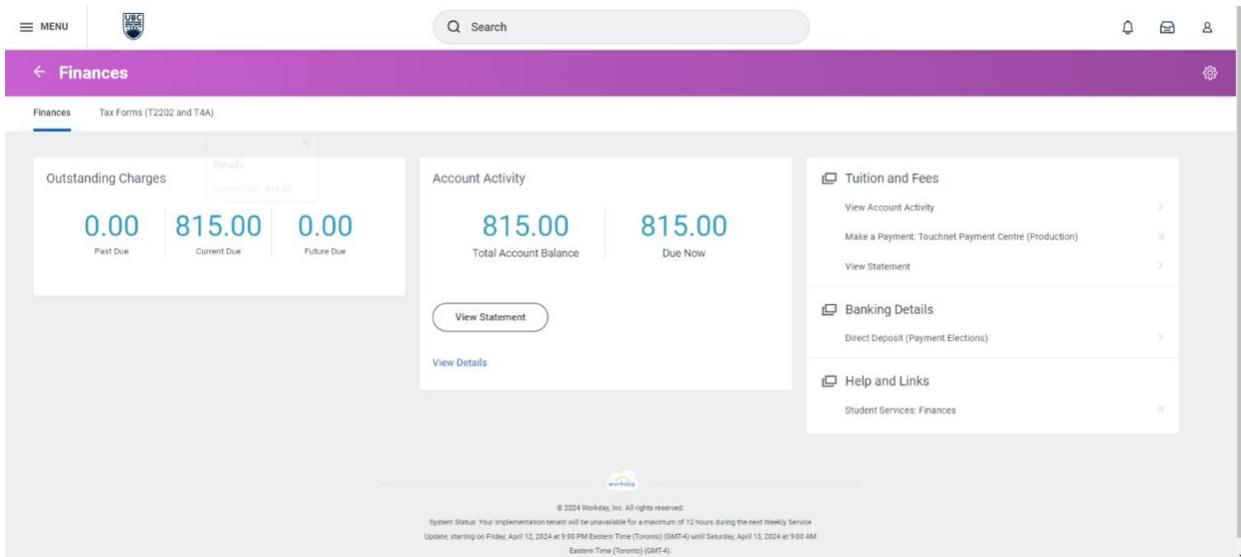
1. Log into your Workday account at myworkday.ubc.ca.
2. On the right side of the page, in the "Your Top Apps" menu, click the "Finances" app.



Next, go to the Direct Deposit (Payment Elections) page

In the Finances app, you will be taken to the “Finances” page by default.

In the “Banking Details” menu to the right, click the “Direct Deposit (Payment Elections)” link.



Add your direct deposit information

1. Once on the “Payment Elections” page, click the white “Add” button.

≡ MENU 

Payment Elections Jennifer Lawrence (75208208) 

Select how to receive payment for each type of pay. For direct deposit, be sure to add

Person Jennifer Lawrence

Default Country Canada

Default Currency CAD

Payment Election No payment elections specified.

[Add](#)

2. A new “Payment Election Option” window will pop up. Make sure the “Preferred Payment Methods” for all pay types are set to “Direct Deposit”.
 - “Student Refund” includes tuition credit refunds, award funding, and US loans.
 - “Expenses” refer to expense reimbursements from UBC.
 - “Regular” refers to payroll if you are a student staff.
3. Complete the required fields indicated with a red asterisk (*):
 - Institution Number
 - Account Number
 - Transit Number

Payment Election Option

Person: Jennifer Lawrence
 Default Country: Canada
 Default Currency: CAD

Preferred Payment Method

Expenses: Direct Deposit

Student Refund: Direct Deposit

Account Setup

Account Information

Account Type: Checking Savings

Institution Number:

Account Number:

Bank Name:

Transit Number:

Branch Name:

Bank Identification Code:

Name On Account:

Account Nickname (optional):

4. Click the orange "OK" button at the bottom of the window to save your information.

Review your direct deposit information

After saving your direct deposit information, you will be returned to the "Payment Elections" page. Your details will be listed in a table under "Payment Elections". Review your details to make sure you receive your direct deposits.

Payment Elections Jennifer Lawrence (34175200)

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person: Jennifer Lawrence
 Default Country: Canada
 Default Currency: CAD
 Status: Successfully Completed
 Last Updated: 2024-04-09 12:54 p.m.

Accounts: 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	Action
THE TORONTO-DOMINION BANK *****1200	Canada	THE TORONTO-DOMINION BANK	Checking	*****1200	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="View"/>

Payment Elections: 2 items

Pay Type	Payment Type	Account	Account Number	Distribution	Action
Expenses	Direct Deposit	THE TORONTO-DOMINION BANK *****1200	*****1200	Balance Yes	<input type="button" value="Edit"/>
Student Refund	Direct Deposit	THE TORONTO-DOMINION BANK *****1200	*****1200	Balance Yes	<input type="button" value="Edit"/>

If you need to edit your direct deposit information First, go to the Direct Deposit (Payment Elections) page

Follow the steps above to go to the Direct Deposit (Payment Elections) page.

Next, update your direct deposit information

Your accounts and direct deposit details will be listed in tables on the “Payment Elections” page.

“Payment elections” refers to the types of payments you have selected to receive in your accounts. If you have more than one bank account, you can choose to receive different payments in each. For example, you can receive your scholarship money in a bank account that’s different from where you receive your student employee paycheck.

Under “Accounts”, use the white buttons in the “Action” column to update your direct deposit account information:

- **Remove:** Remove a bank account from Workday. If you are removing a bank account from your direct deposit information, make sure you remove this account from **all** payment elections before deleting it.
- **View:** View your bank account details.
- **Add:** Add another bank account.

Payment Elections Jennifer Lawrence (34173205)

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person Jennifer Lawrence
Default Country Canada
Default Currency CAD
Status Successfully Completed
Last Updated 2024-04-09 12:54 p.m.

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	Action
THE TORONTO DOMINION BANK *****1200	Canada	THE TORONTO DOMINION BANK	Checking	*****1200	<button>Edit</button> <button>Remove</button> <button>View</button>

Add

Additional resources

- [Setting up your pre-authorized debit account in TouchNet](#)
- [Paying your tuition and fees in TouchNet: Pre-authorized debit](#)

UBC Graduate and Postdoctoral Studies

- [Paying your tuition and student fees in TouchNet: TransferMate payment](#)
- [Paying your tuition and student fees in TouchNet: Credit card and Signature Debit card payment](#)
- [Viewing your account activity: Tuition amounts and payments](#)