

Payroll and Direct Deposit

Version 12

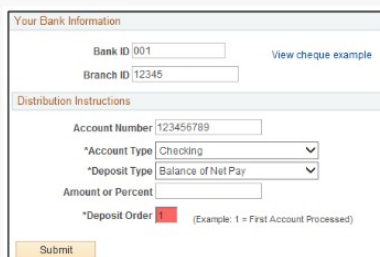
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After receiving your contract and creating your Seneca account, please update your banking information in i3 using the instructions below.

Employee Action Required: Enter banking information

- Log in to <https://employees.senecapolytechnic.ca> and select Tab “Employee Home (i3)”
- Click on Tile “Payroll and Compensation” and select “Direct Deposit” from the left side menu bar

Below is a sample of a completed form:



The screenshot shows a web form titled "Your Bank Information". It has two main sections. The first section, "Bank Information", contains "Bank ID" (001) and "Branch ID" (12345), with a "View cheque example" link. The second section, "Distribution Instructions", contains "Account Number" (123456789), "Account Type" (Checking), "Deposit Type" (Balance of Net Pay), "Amount or Percent", and "Deposit Order" (1). A "Submit" button is at the bottom.

Bank ID 3 digits – Bank institution number

Branch ID 5 digits – Bank branch number

Account Number 6 to 12 digits – Deposit account number

Account Type Checking or saving

Deposit Type Select Balance of Net Pay

Deposit Order Replace number to show “1” (It is OK if Deposit Order changes to 999 after "Submit")

If you have a log in issue, please contact [service desk](#).

If you have any questions, please do not hesitate to email
payroll.department@senecapolytechnic.ca

Seneca's payroll schedule can be found here: [Files | Human Resources Information System \(senecapolytechnic.ca\)](#)

tags : direct-deposit, itas, new-faculty, payroll-initiatives