

Payroll & Compensation

Applies to all employees

Enter Direct Deposit Information

As a new employee, you will need to activate your Ryerson ID to gain access to eHR. To get started, visit <https://my.ryerson.ca/> and then click "Activate your my.ryerson username". You'll have an active eHR tab 24 hours after your Ryerson ID activation.

If you are unable to activate your account and enter direct deposit information before your contract end date, your pay will be issued as a paycheque at the [Faculty & Staff Cash Office](#) (except for honorariums, which are mailed to the home address on file).

You'll need to provide the following information about your bank when you add or update your details in eHR. You can retrieve this information from a void cheque or pre-authorized debit form. As a guideline, **please enter or update your direct deposit 5-7 days before the pay date** in order for the banking information to be effective for the pay to be issued.

To add or modify your direct deposit info:

1. Navigate to: **Employee Self Service Homepage > Payroll Tile > Direct Deposit**

NOTE: Only one direct deposit account is allowed. **Do not enter your Interac debit card or credit card as a direct deposit account.**

2. Click the **Add Account** button to set-up your info (**Edit** to change).

Nickname: A unique label for your bank account

Branch ID: Your bank assigns each branch with a unique five-digit number

Bank ID: Your bank assigns a unique three-digit number to each branch

Account Number: Your bank assigns each account a unique number

Account Type: Be sure to select the right type for your account (Checking or Savings)

3. Click the two checkboxes, "The bank account identified belongs to myself..." and "I have verified the information..."
4. Click **Submit**.

Consent to Receive Electronic T4/T4A

Applies to all employees after receiving first pay

To submit consent for electronic T4/T4A:

1. Navigate to: **Employee Self Service Homepage > Payroll Tile > T4/T4A Consent**
2. Click the checkbox to opt into receiving T4s electronically.
3. Click **Submit**

NOTE: If consent is not provided prior to processing the T4, the tax slips will be mailed to the address on file.

View T4/T4A

Applies to all employees who have consented to receiving electronic T4s

To view electronic T4/T4A:

1. **Employee Self Service Homepage > Payroll Tile > View T4/T4A Slips.**
2. The latest tax year available will appear by default. On the same row that indicates the tax year, click **Year End Slip** to view and download the T4 as a PDF. Pop-ups must be enabled.
3. Click **View a Different Tax Year** to view T4s from previous years. Click the Year, and then Year End Slip to view and download.

T4/T4A are issued university-wide from February to March.

Set-up Your Browser

You might have to adjust your browser settings to allow for file downloads. Refer to your browsers help or follow the on screen prompts when downloading a file.

More Information

For more information and online training go to [How to Use eHR](#) and see [Payroll & Compensation](#).