

How do I update my bank account information?

When changing bank accounts for your direct deposit, the appropriate contact within the specific Payroll Department will need to be notified. For the vast majority of permanent staff, you would advise your payroll contact for your Education Centre (Fredericton, Oromocto or Woodstock). For casual replacements or substitutes, you must notify every Education Centre in which you have applied and have been approved to work. This is required as we have independent Payroll Departments.

For all changes, payroll must be notified at least three (3) weeks prior to the date for which the payroll deposit is to be changed. In such instances, a new Direct Deposit form must be completed and forwarded to the Payroll Department. You are advised not to close the current bank account until after you have received a deposit in the new account.