ESS Overview

Personal Information: Bank Information

Employee Self-Service | Download Forms

Overview | **Personal Information** | Benefits and Payment | Working Time

| History、 Back Forward

Personal Information

Addresses and Phone Numbers
Update contact information.

Bank Information
View banking information.

Family Members/Emergency Contact
View information on family members and dependents.
Update emergency contact information.
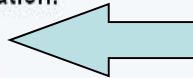
Personal Data
Update your personal data.

E-mail Address
View your e-mail address.

Absence Quotas
Display your absence quotas here.

Click on
Bank Information

2

Overview: Bank Information

Employee Self-Service | Download Forms

Overview | **Personal Information** | Benefits and Payment | Working Time

| History Back Forward

1 Overview — **2** Edit — **3** Review and Save — **4** Confirmation

Valid for All Personnel Assignments

Main bank

Bank name: ROYAL BANK OF CANADA
Bank Account: XXXX964

[View]

> Click on View to see more details for your primary deposit account

Valid for Personnel Assignment(s): 00016549 0102 0907 CR 3 05

Other bank

Bank name: Bank of Montreal
Bank Account: XXXXX871

[Edit]

> Click on Edit to change the secondary account deposit amount

◄ Previous Step

3

Edit: Bank Information

Employee Self-Service	Download Forms

Overview | **Personal Information** | Benefits and Payment | Working Time

| History | Back | Forward |

1 Overview — **2** Edit — **3** Review and Save — **4** Confirmation

Valid for Personnel Assignment(s): 00016549 0102 0907 CR 3 05

Other bank

Payee: *	RENEE Mae COQUELICOT
Bank Country:	Canada
Bank Key:	000100093 Bank of Montreal
Account Number:	XXXXX871
Payment Method:	EFT - Payroll
Currency:	CAD
Standard Percentage:	0
or	
Default Value:	250.00

Enter a percentage or dollar value

◀ Previous Step   Review ▶

Click on Review

4

Review & Save: Bank Information

Employee Self-Service | Download Forms

Overview | **Personal Information** | Benefits and Payment | Working Time

| History⌄ Back Forward ≡

```
[1]          [2]          [3]          [4]          ■
Overview     Edit    Review and Save  Confirmation
```

Valid for Personnel Assignment(s): 00016549 0102 0907 CR 3 05

Verify the Bank data below

Other bank

Payee:	RENEE Mae COQUELICOT
Country:	Canada
Bank Key:	000100093 Bank of Montreal
Bank Account Number:	XXXXX871
Payment Method:	EFT - Payroll
Currency:	CAD
Standard Percentage:	0
Default Value:	250.00

◀ Previous Step | Save

To accept the changes, click on Save

5

Confirmation: Bank Information

Employee Self-Service | Download Forms

Overview | **Personal Information** | Benefits and Payment | Working Time

| History | Back Forward

```
  ┌───┐      ┌───┐      ┌───┐      ┌───┐       ■
► │ 1 │──────│ 2 │──────│ 3 │──────│ 4 │───────
  └───┘      └───┘      └───┘      └───┘
 Overview    Edit   Review and Save  Confirmation
```

ℹ The changes you made to your Bank data were saved

Valid for Personnel Assignment(s): 00016549 0102 0907 CR 3 05

What do you want to do next?

Go to Bank Information

Go to Email Address

Other bank

Payee:	RENEE Mae COQUELICOT
Country:	Canada
Bank Key:	000100093 Bank of Montreal
Bank Account Number:	XXXXX871
Payment Method:	EFT - Payroll
Currency:	CAD
Standard Percentage:	0
Default Value:	250.00

Click on Back to return to Personal Information

6

ESS Overview: Log Off

Please note that it is very important to Log Off ESS when you are finished with your session, especially when using a shared computer.

For More Information

For more information on ESS, please contact:

- Please ask your Manager First

- Further questions email **PeopleSofthelp@cdha.nshealth.ca**