

MCGILL POSTDOCTORAL PAYMENTS

Direct Deposit & Personal Data Instructions:

To ensure payment, you must enter your bank account information for direct deposit in Minerva. You may have already entered your banking information for student-initiated payments, however this is not linked to payroll initiated payments and will need to be re-entered. You will also need to ensure your personal data is accurate and up to date.

Please [log in](#) to Minerva with either your [McGill Username and password](#) or [McGill ID and Minerva PIN](#), go to the “**Employee**” tab and then click on the “**Your Employee Profile**” menu and complete the below listed forms.

- Emergency Contacts
- Personal Data Form
 - Address & Phone, Email Address, S.I.N
- Education Form
- Addresses and Phones
- Direct Deposit (Employee Menu)
- Benefits Enrolment (Employee Menu)

Please contact Human Resources at (514) 398-4747 if you are unable to enter the banking information used for payroll-initiated payments account.

IMPORTANT NOTES

- Your payment may be delayed if **any** of the following circumstances apply to you:
 - 1- You have not set up Direct Deposit bank account information for Payroll-Initiated payments on Minerva. (see instructions above)
 - 2- You are not registered for the semester in which are to receive payment
 - 3- There are Holds/Warnings on your record

Please verify your record and make sure that if any of the above issues apply to you, they be resolved as soon as possible to avoid delay of payment.

- Payment will be made bi-weekly. Pay stubs will be viewable on Minerva under the “Pay Information Menu” of the “Employee” tab.
- Difference between the AR & AP:
Accounts Payable = Payment directed to your bank account (may take a few days for your bank to process)
Account Receivable = Payment directed to your McGill Fee Account