



How to...update your Bank Details

Purpose:

This guide will show you how to update your **bank details** on the **Your HR** Employee Self-Service (ESS) system.

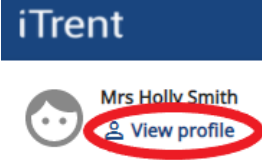
Please be aware that changes within 7 working days of pay day may have already been processed to your old account. We, therefore, recommend that your old account is left open until a payment is received into your new account.

Logging in to Your HR:

If you are a WCC employee, to log into Your HR, please refer to the **ESS 1 How to...Log in to Your HR Guide**.

To update your bank details

From the ESS homepage, click on **View profile** in the top left hand side of the screen:



- Your HR is already populated with your current bank details. Scroll down to the **Bank Details** and click on the Account name, Bank name or Sort code

Bank details

Account name	Bank name	Sort code
Holly Smith	Abbey National PLC	301274

- The Bank details screen will open:

[< Back to Personal](#)

Bank details

i These details are used to pay your salary and any changes will take immediate effect. Please check the details carefully before saving.

*Sort code (required)

Bank name

Roll number

*Account number (required)

*Account name (required)

- Fields denoted with a red spot are mandatory fields that you must complete
- If you change your bank details after the payroll has been ran, your salary will be paid into your previously specified account
- Once you have updated your bank information click **Save**
- Your revised details will now be saved and take **immediate effect**. To go back to the ESS homepage, click on the Back to Personal link at the top of the screen:

[< Back to Personal](#)

Bank details

i Changes have been saved.

Notifications

- You will receive an email notification when you update your bank details.

- If you are a WCC employee, your manager will not be able to view or update your bank details.
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For further information or support please refer to [Your HR](#) on the Intranet or please log a request through the [HR Service Desk](#).

Creation Date	15/12/17
Author	LG
Review Date	30/1/18 24/01/22 AA for new ESS