



Changing bank details

Please note:

- ❗ You must **NOT** change bank details whilst contracts are locked as this may result in the employee not being paid!
- ❗ Change to bank account details will take effect immediately i.e. from the date the change is made. It is important, therefore, that you do not amend the bank details until the changes have been put in to place by the bank/building society.
- ❗ Building Society Accounts - Your HR will allow accept an 8 digit account number but some building society numbers may be 9 digits long. In this instance, the employee must contact their building society and ask them to confirm which digit can be removed; this will usually be the first or the last one.

To amend the bank details:

- Search for the employee
- Navigate to **Personal Information > Replace Bank Details**

Replace bank account details Mrs Rose Bush ▼ MENU ↻ 🖨

Bank details

Sort code 🔍

Bank name

Branch name

Account details

Account number

Roll number

Account name*

Currency*

Account type*

Save

Enter:

- **Sort code:** do not manually enter this. Click on the magnifying glass and search for the code. If you cannot find the one required, please submit a Task for WES HR to create this.
- To select the code, click on it. This will populate the **Bank name**
- **Account number:** enter the 8 digit account number
- **Account name:** amend this if required otherwise it will default in from the existing bank details

Click on the **SAVE** button.