



Employee Self-Service for Schools & Academies

How to ... Update Your Bank Details

Purpose:

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

Important Notes:

Changes made within 7 working days of pay day may have already been processed to your old account. It is, therefore, recommended that your old bank account is left open until a payment is received in to your new account. If you are uncertain or would like further clarification then please contact your School Office.

To update your bank details

- Click on the Personal Tab in the top toolbar on the Self Service Homepage



Personal

Pay & Benefits

Employment

- Scroll down to the **Bank details** section and click on the card.
- Your HR is already populated with your current bank details. Click on the card



Bank details

Mr Employee One TEST

200574

Barclays Bank PLC

- A pop up screen will appear, providing you with the option to add the following information fields:

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 •
200574

Bank name
Barclays Bank PLC

Roll number

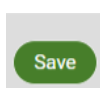
Account number •
96730000

Account name •
Mrs Employee One TEST

- Fields denoted with a blue spot are mandatory fields that you must complete. A '**Roll number**' is only required for building society accounts. If your '**Account number**' is longer than 8 numbers please contact your bank/building society for confirmation of which number can be ignored i.e. this will normally be either the first or the last digit.
- An alert will also be displayed as follows:

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

- If you change your bank details after the payroll has been ran, your salary will be paid into your previous account.
- Once you have updated your bank information click **Save**





- Your revised details will now be saved and take immediate effect.

Email Notifications

You will receive an email notification when you update your bank details. This is a precautionary security measure to confirm when your bank details are amended.

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