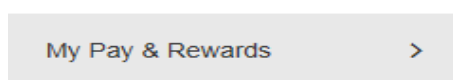




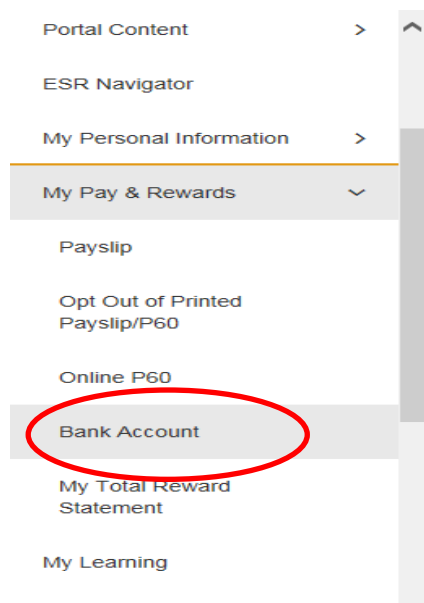
## Updating Your Bank Details

All changes must be made by 10<sup>th</sup> of the month to ensure amendments are processed for the month, for example changes must be entered by 10<sup>th</sup> January to be processed for January's pay day.

- On the ESR Portal, click on 'My Pay & Rewards'



- Click on Bank Account.



- Click on the 'Update' section.

Manage Payroll Payments: Define Payments Cancel Submit

Employee Name  
Employee Number

Use these pages to specify how you wish to be paid. Click Submit to proceed with your changes or Cancel to return without change.  
\* Indicates required field

Employee Payments

Add Bank Payment

Amount Type	Amount (£)	Priority	Details	Delete	Update
Remaining Pay		1			

**TIP** Payments will be made in the order listed up to the value of Pay only. Where the next payment type exceeds remaining pay then only the outstanding amount of Pay will be processed. Any payment types remaining after Pay has been allocated will be ignored.

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Switch to Mobile



- Enter your new bank details, you will need to search for the sort code using the magnifying glass feature, and press apply.

Bank Payment Details

Employee Name  
Employee Number

\* Indicates required field

TIP This payment is used to handle any pay remaining after all other payments have been made.

TIP Please take care to ensure that you enter all information correctly, and that any new or updated information is entered in time for the next payroll pay date. Entering incorrect information or updates after the payroll has been processed may result in payment delays. If you are in any doubt please contact your payroll department for advice.

Payment Method 335 Monthly BACS

Account Name  
Account Number  
Sort Code  
Bank Name LIFAX  
Branch Bulwell  
Bld Society Account Number

Cancel Apply

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Your bank details will now be amended. You can press the 'Continue' button to view the changes.