

SSO Employee – Update Personal Bank Accounts

Navigation: **Employee Home -> Payroll -> Personal Bank Accounts**

Instructions

This page is used to add or update your bank account details. At least one bank account must be recorded to enable payment of your salary.

Deleting a Payment Distribution will automatically remove the bank details from the list below. This will occur after you've saved and exited the page.

Personal Bank Accounts			
*BSB	*Account Number	Bank Name	*Account Name
065140	10275306	Commonwealth Bank of Aust - Mitcham	Sam Jellow
015214	289067759	Australia and NZ Bankg Group - West Lakes	Sam Jellow
105156	045494441	Bank of South Australia - Noarlunga Centre	Sam Jellow
085183	895629889	National Australia Bank Ltd - Edwardstown	Sam Jellow
105067	027834141	Bank of South Australia - Lobethal	Sam Jellow

Add a New Bank Account:

1. Navigate to the **Personal Bank Accounts** screen.
2. Click on **Add a New Account**.
3. Enter your **BSB, Account Number** and **Account Name** into the provided fields.
4. Click **Save**.

Edit Bank Account:

1. Navigate to the **Personal Bank Accounts** screen.
2. Edit the **Account Number** or **Account Name** into the provided fields.
3. Click **Save**.

Delete Bank Account:

1. Navigate to the **Personal Bank Accounts** screen.
2. Follow **Delete Pay Distribution** instructions on page 2.
3. Bank account will be removed once page is refreshed.

HR Handbook	SSO QRC – Employee Pay and Banking	Effective Date:	15 December 2016	Version 1.0
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Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

SSO Employee – Update Pay Distributions

Navigation: **Employee Home -> Payroll -> Pay Distribution Instructions**

Instructions

Your pay is distributed across multiple accounts according to the 'Distribution Order' from lowest to highest Distribution Order number. After all pay distributions have taken place, any remaining pay will be distributed to the 'Default' Account.

- You must determine the distribution of your pay by EITHER a percentage OR an amount.
- Only one account can be selected as the default account.
- Before adding a new Payment Distribution the new bank account needs to be added above.

Payment Distribution

Business Title HR Service Centre Officer
Department Human Resources
Supervisor Sasha MacGillivray

Distribution Order	Account Number	Bank Name	Account Name	Percentage	Fixed Amount	Default	Partial Allowed	
3	895629889	National Australia Bank Ltd - Edwardstown	Sam Jellow		200.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
4	027834141	Bank of South Australia - Lobethal	Sam Jellow			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
5	045494441	Bank of South Australia - Noarlunga Centre	Sam Jellow		100.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
6	289067759	Australia and NZ Bankg Group - West Lakes	Sam Jellow		200.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
7	10275306	Commonwealth Bank of Aust - Mitcham	Sam Jellow		500.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
8						<input type="checkbox"/>	<input type="checkbox"/>	Delete

Add or Update Pay Distribution:

1. Navigate to the **Personal Bank Accounts** screen.
2. Click on **Add a New Distribution Instruction**.

Note: If you are adding a new account and changing your distribution instructions, click **Add a New Account** first then return to this point.

3. Fill in **Distribution Order**.
4. Select **Account Number** from drop down
5. Fill in **Percentage OR Amount** fields.
6. and/or **Accept Partial Amount** if required.
7. Click **Save**.

Note: Scroll down to update each job record individually.

Delete Pay Distribution:

1. Navigate to the **Personal Bank Accounts** screen.
2. Click on **Delete** in the Payment Distribution field.
3. Click **Save**.
4. Bank account will be removed upon exiting the page.

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Staff Self-Service Quick Reference Card – Employee Pay and Banking

Field Explanation	Example
<p>Distribution Order Records the order in which your salary instructions will be distributed. Enter a number, e.g. 1.</p>	<p>Your pay is \$1700 Distribution Order 1 – Put \$1000 in account A Distribution Order 2 – Put 25% in account B Distribution Order 3 – Put \$500 in account C Distribution Order 4 – Use for any remaining Pay</p>
<p>Percentage/Amount You can distribute your pay by EITHER an amount OR percentage. Enter a number between 1 and 100 in the Percent field or enter a Dollar amount into the Amount field.</p>	<p>Your pay is \$1000 EITHER Put \$250 in account A OR Put 25% in account A</p>
<p>Use for any Remaining Pay You must nominate one of your accounts to hold any remaining pay. Tick the box Use for any Remaining Pay</p>	<p>Your pay is \$1500 \$1000 goes into account A, the remainder of \$500 goes into account which you have selected as Use for any Remaining Pay</p>
<p>Accept Partial Amount If the full amount of your indicated distribution is not available, Accept Partial Amount will distribute the amount which is available.</p>	<p>Your pay is \$600 Your distribution is set to put \$700 into your account, \$600 will be accepted into the account instead and no payment will be made into the account that is attached to remaining pay</p>

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