

Add/Update bank account details in SSO

Introduction

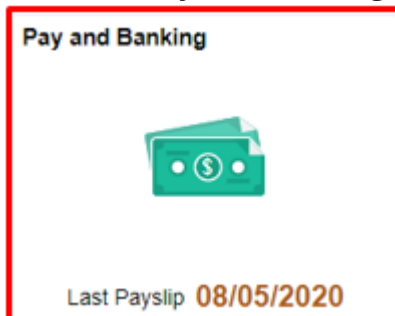
This guide describes how to add or update Personal Bank Details in SSO. Where information already exists in the system, it will have pre-populated fields.

Employees are to have one single bank account. This single bank account AND active distribution instruction must be recorded for each position/role to enable payment of your salary.

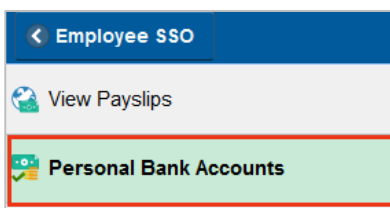
Procedure

Log into SSO

1. Select the **Pay and Banking** tile.



2. Select **Personal Bank Accounts**.



For new employees to add a bank account:

1. Select '**Add a New Account**'.



Department	Job Title	Activity	Supervisor	Job Record	Distribution
EC&MS Student Services	Casual Employee (Prof Staff)	Succeed@Adelaide		1	X

- Complete the **mandatory** fields marked * (greyed out fields are auto-populated) and **'Save'**. Your 'Account Name' is the name the bank account is in (usually your own name), not the type of bank account eg. Smart Saver.

Cancel
Bank Accounts
Save

Bank Details

i

Status Active

*BSB 484799 Suncorp Operations Services

*Bank ID MET Metway Bank Ltd

*Account Number 154451321

*Account Name Joe Citizen

*Currency Code AUD Australian Dollar

Add a new Payment Instruction:

Ensure an active bank account is recorded. An active payment distribution must be recorded for each position/role to enable payment of your salary.

- Click on **'Add a New Payment Instruction'**

Bank Accounts

You have not provided any Bank Accounts.

[Add a New Account](#)

Department	Job Title	Activity	Supervisor	Job Record	Distribution
EC&MS Student Services	Casual Employee (Half Staff)	Succeed@Adelaide		1	✘

Payment Distributions

You have not provided any Payment Distribution Instructions. At least one active bank account AND active distribution must be recorded for each position/role to enable payment of your salary.

[Add a New Payment Instruction](#)

- Validate your bank account details and **'Save'**

Cancel
Payment Distribution
Save

Distribution Details

i

Status Active

Bank Account 123456789 - St. George Bank Ltd

Branch Name Sydney - NSW

Use for any Remaining Pay Yes

3. Given below are your new bank and payment distribution details:

Bank Accounts			
Bank ID/Branch ID	Bank Name/Branch Name	Account Number	Status
STG 112879	St George Bank Ltd Sydney - NSW	123456789	Active >

Payment Distributions					
Job Title	Bank ID/Bank Name	Account Number	Primary Account	Amount / Percent	Status
Casual Employee (Prof Staff)	STG St. George Bank Ltd	123456789	<input checked="" type="checkbox"/>		Active >

Update Existing Bank Account Details

- To change your current bank account, click on your bank account.
- Type over** your existing **BSB**, **Account Number** and **Account Name** with your new details. When you click **'Save'** the Payment Distribution below will automatically update.

Cancel
Bank Accounts
Save

Bank Details

i

Status Active

*BSB Suncorp Operations Services

*Bank ID Metway Bank Ltd

*Account Number

*Account Name

*Currency Code Australian Dollar

Employment contracts:

Please note that if you have more than one contract, each contract needs to be allocated to your bank account.

Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au