# 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.
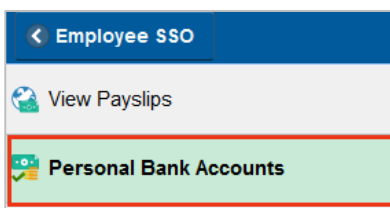
Procedure

Log into SSO

1. Select the **Pay and Banking** tile.
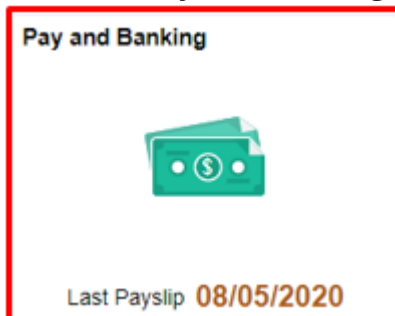
2. Select **Personal Bank Accounts.**

For new employees to add a bank account:

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

2. 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.

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.

1. Click on '**Add a New Payment Instruction**'

2. Validate your bank account details and '**Save**'

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

Update Existing Bank Account Details

1. To change your current bank account, click on your bank account.

2. **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.

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