

Onboarding – Add/Update Bank Account Details

Introduction

This guide describes how to add or update Personal Bank Details in the Onboarding form. Where information already exists in the system, it will be pre-populated in the form. In this case you can simply confirm the details and move to the next section. This guide is to assist with adding new bank details.

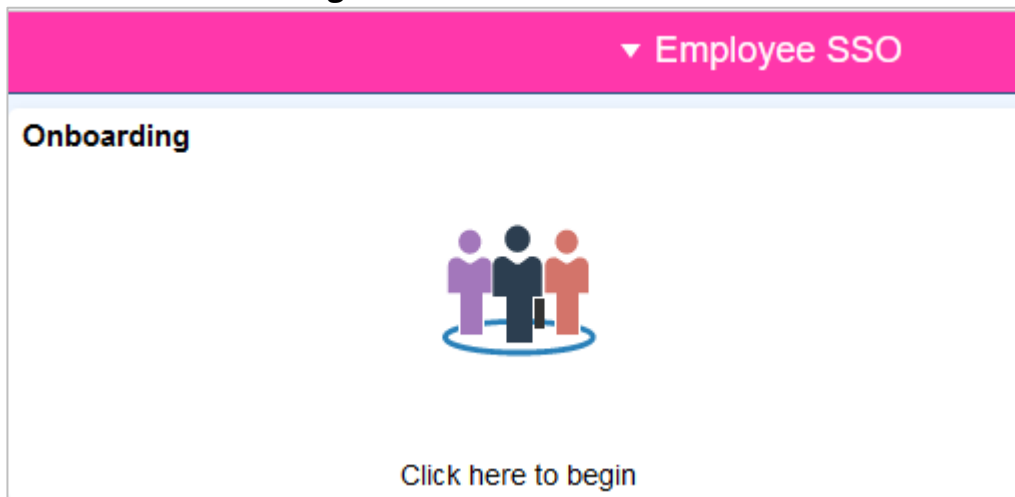
International Banks are not available through Staff Services Online (SSO), please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au to arrange for an international bank to be created.

Procedure

Add New Details

Log in to SSO

1. Click on the **Onboarding** tile.



2. Click on **Personal Details** and select **Personal Bank Accounts**.

- Welcome
 Visited
- Personal Details
 Visited
- Name
 Visited
- Addresses
 Not Started
- Contact Details
 Not Started
- Disability
 Visited
- Citizenship/Passport Details
 Visited
- Visa Details
 Not Started
- Personal Bank Accounts**
 Visited

3. Select Add a New Account

Bank Accounts
You have not provided any Bank Accounts.

[Add a New Account](#)

Position Title	Department	Job Title	Supervisor	Job Record	Distribution
✓ ARC Grant-Funded Researcher A	Adelaide Law School	ARC Grant-Funded Researcher A		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](#)

4. Enter your bank account details

Bank Accounts

Bank Details

Status Active

*BSB

*Account Number

*Account Name

*Currency Code Australian Dollar

5. Select the Add a New Payment Instruction.

Bank ID/Branch ID	Bank Name/Branch Name	Account Number	Status
ADL 610102	Adelaide Bank Limited Adelaide	1234567	Active

Position Title	Department	Job Title	Supervisor	Job Record	Distribution
ARC Grant-Funded Researcher A	Adelaide Law School	ARC Grant-Funded Researcher A		1	X

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

The account number that you have input appears in the Payment Distribution.

Payment Distribution

Distribution Details

Status Active

Bank Account 1234567 - Adelaide Bank Limited

Branch Name Adelaide

Use for any Remaining Pay Yes

6. Click **Save**.

Update Existing Details

To change your current bank account, in the Personal Bank Account section, simply click on the line containing your bank account, a new box opens and enter your new details to override your existing BSB and bank account number. Click **Save**. When you select SAVE the Payment Distribution below will automatically update

Bank Accounts	
Bank Details	
Status	Active
*BSB	105066
*Bank ID	BSA
*Account Number	1234567
*Account Name	Anne Other
*Currency Code	AUD

Follow on screen instructions for further details.

Contact Us

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