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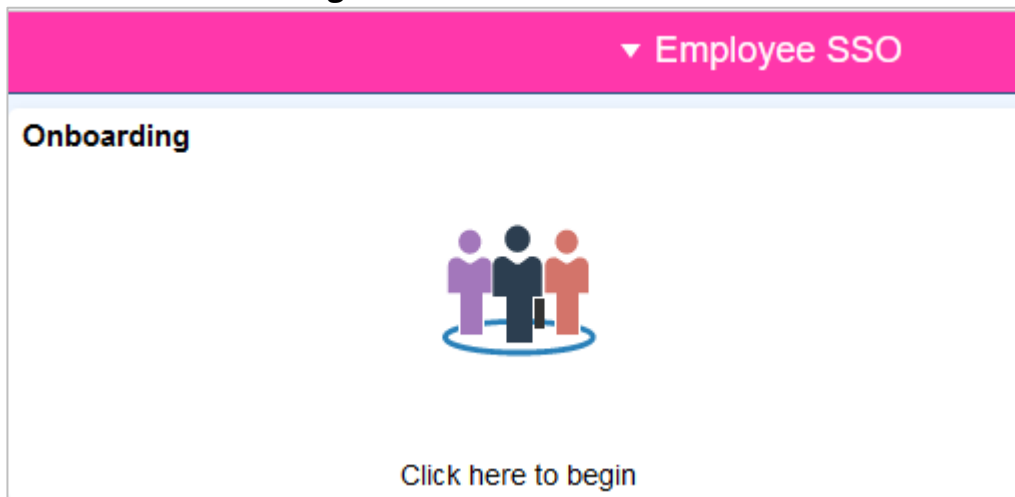
International Banks are not available through Staff Services Online (SSO), please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au to arrange for an international bank to be created.

Procedure

Add New Details

Log in to SSO

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

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

3. Select Add a New Account

4. Enter your bank account details

5. Select the Add a New Payment Instruction.

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

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

Cancel	Bank Accounts	Save

Bank Details

Status	Active	
*BSB	105066	Bordertown
*Bank ID	BSA	Bank of South Australia
*Account Number	1234567	
*Account Name	Anne Other	
*Currency Code	AUD	Australian Dollar

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