**Employee Self Service - Entering Bank Details**

Part 1 of this guide will show you how to view enter your bank details on to MyHR

Part 2 of this guide will show you how to update existing bank details.

**Please note:**

Bank details can be added or updated via Employee Self Service at any point during the month, however, where bank details are added/updated after the [‘Bank Details Submission Date’](https://www.ucl.ac.uk/human-resources/pay-benefits/payroll-services/pay-dates-and-cut-dates) they will be effective from the 1st of the following calendar month.

**Part 1 - Entering your bank details on to MyHR**

* From the MyHR home screen navigate to UCL Employee Self Service > My Pay > Manage Bank Details

Graphical user interface, text, application, email

Description automatically generated

*Figure 1: UCL Employee Self Service Menu*

* Click on the ‘Add new bank account details’ button

Graphical user interface, text, application, email

Description automatically generated

*Figure 2: UCL Employee Self Service > MyPay > Manage Bank Details*

* Enter the following information:
  + Account Name
  + Account Number
  + Sort Code
  + Bld Society Account Number (if appropriate)

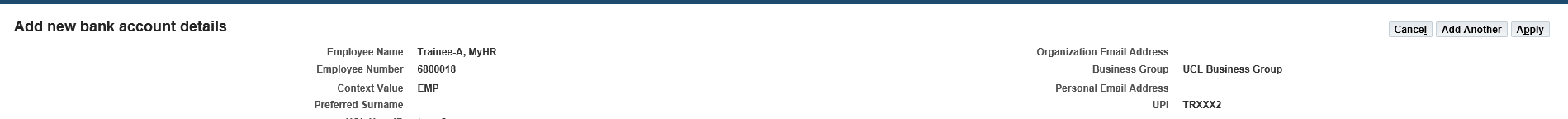
Note: The bank name and branch will populate based on the sort code details entered.

Graphical user interface, application

Description automatically generated

*Figure 3: UCL Employee Self Service > MyPay > Manage Bank Details > Add new bank account details*

* Click the ‘Apply’ button in the top right hand corner of the screen



*Figure 4: UCL Employee Self Service > MyPay > Manage Bank Details > Add new bank account details > Apply*

You will be returned to a summary screen which will allow you to ‘Update’ or ‘Delete’ the details if these are incorrect.

* To proceed, click on the ‘Continue’ button in the top right hand corner of the screen



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Description automatically generated

*Figure 5: UCL Employee Self Service > MyPay > Manage Bank Details > Add new bank account details > overview*

You will be presented with an overview of the changes that are to be made to your bank details

* To proceed with the changes, click on the ‘Submit’ button in the top right hand corner
* To make any further changes, click on the ‘Back’ button in the top right hand corner
* To exit the screen and abort the request click on the ‘Cancel’ button in the top right hand corner.

Application

Description automatically generated with medium confidence

*Figure 6: UCL Employee Self Service > MyPay > Manage Bank Details > Add new bank account details > Summary of changes*

**Part 2 – Updating your bank details on to MyHR**

* From the MyHR home screen navigate to UCL Employee Self Service > My Pay > Manage Bank Deatils

Graphical user interface, text, application, email

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*Figure 1: UCL Employee Self Service Menu*

* Click on the ‘Update’ button

Graphical user interface, application

Description automatically generated

*Figure 2: UCL Employee Self Service > MyPay > Update Bank Details*

* Update the following information:
  + Account Name
  + Account Number
  + Sort Code
  + Bld Society Account Number (if appropriate)

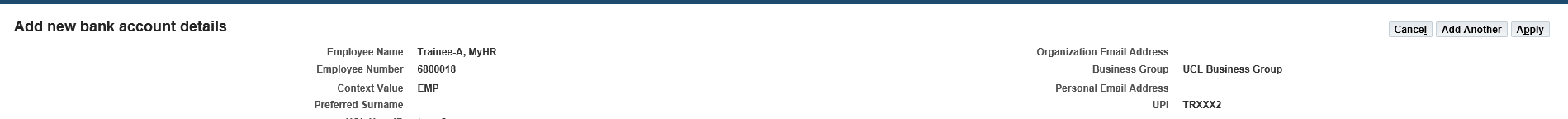
Note: The bank name and branch will populate based on the sort code details entered.

Graphical user interface, application

Description automatically generated

*Figure 3: UCL Employee Self Service > MyPay > Manage Bank Details > Add new bank account details*

* Click the ‘Apply’ button in the top right hand corner of the screen



*Figure 4: UCL Employee Self Service > MyPay > Manage Bank Details > Add new bank account details > Apply*

You will be returned to a summary screen which will allow you to ‘Update’ or ‘Delete’ the details if these are incorrect.

* To proceed, click on the ‘Continue’ button in the top right hand corner of the screen

A picture containing text

Description automatically generated

*Figure 5: UCL Employee Self Service > MyPay > Manage Bank Details > Add new bank account details > overview*

You will be presented with an overview of the changes that are to be made to your bank details

* To proceed with the changes, click on the ‘Submit’ button in the top right hand corner
* To make any further changes, click on the ‘Back’ button in the top right hand corner
* To exit the screen and abort the request click on the ‘Cancel’ button in the top right hand corner.

Application

Description automatically generated with medium confidence

*Figure 6: UCL Employee Self Service > MyPay > Manage Bank Details > Add new bank account details > Summary of changes*