# Change Bank Account Details

This guide will help you use Employee Self Service to change your bank account details

*Note: Changes to your bank account details must be made between the **1st and 10th** of the current month to ensure payment to the correct account. If you wish to change you bank account details urgently and it is past the cut off, please contact the Education helpdesk.*
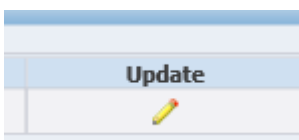
Note: It is your responsibility to ensure your bank account details are accurate and up to date

Changing your bank account details:

1. Click on 'Change Bank Details' from the Employee Self Service menu.
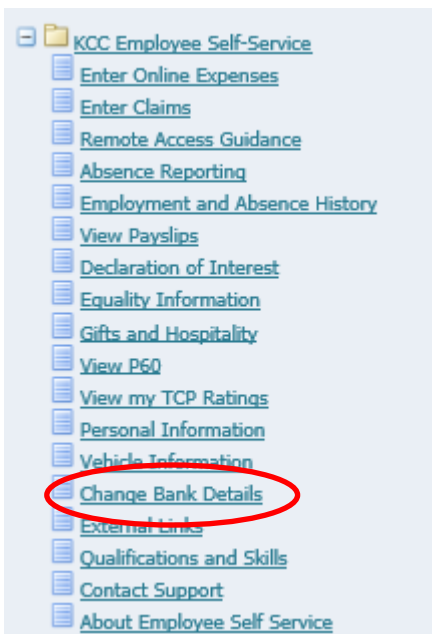
2. You will be taken to the 'Change Bank Details' screen which will display your current bank details.

3. To change the details, click the pencil icon underneath 'Update'.

4. You will be taken to the 'Update Bank Payment' screen where you will be able to overtype the Account Name and Account Number.

5. Enter the Sort Code and select the magnifying glass which will open a search and select window.

6. Click the 'Quick Select' icon to confirm that this is the correct bank (the bank name, branch and address will be shown).

7. If you are using a building society account, you will also need to enter the building society account number.

Bld Society Account Number [   ]

8. Once all the details have been entered, select 'Apply'

9. You will be taken to the 'Change Bank Details' screen where your updated details will be displayed. To proceed with the change, select 'Continue'

Confirm your password:

For security reasons, once you have selected 'Continue' you will be taken to a screen which asks you to confirm your Self Service password. Enter your password and select 'Contiune'

Confirm Your password

For security reasons, please enter Your login password.

Please enter Your password in the field below. Then press the Continue button to review Your bank account changes.

Your username: [   ]
* Your password [   ]

Review and Submit:

You will be taken to the 'Review and Submit' screen. You should check that all the information entered is correct. Your changes will not be verified by anyone.

- The change/s you have proposed will be indicated by a blue dot. If you need to make any amendments, click on the 'Back' button to return to the relevant screen.

- If you are happy with the change/s, click on the 'Submit' button.

 The changes will be automatically approved and will be take immediate effect. You will receive an e-mail to confirm that the changes have been made.

Confirmation:

You will receive the following confirmation once the change has been applied to the system.

The changes will also appear on your home page under 'worklist'

Confirmation

Your changes have been made.

HR Self Service Privacy and Terms of Use

Help and Support:

If you have any technical issue, log into Service Now and raise a call by selecting the 'ICT' Service on the left hand side of the screen or alternatively us the 'Chat' function. If you are not able to access Service Now, e-mail ICTservicedesk@cantium.solutions and they will raise a request on your behalf.

If you have an HR related query, log into Service Now and raise a call by selecting the 'Human Resources' Service on the left hand side of the screen or alternatively us the 'Chat' function.