



Payroll and Employee Services Update Bank Details

Contents

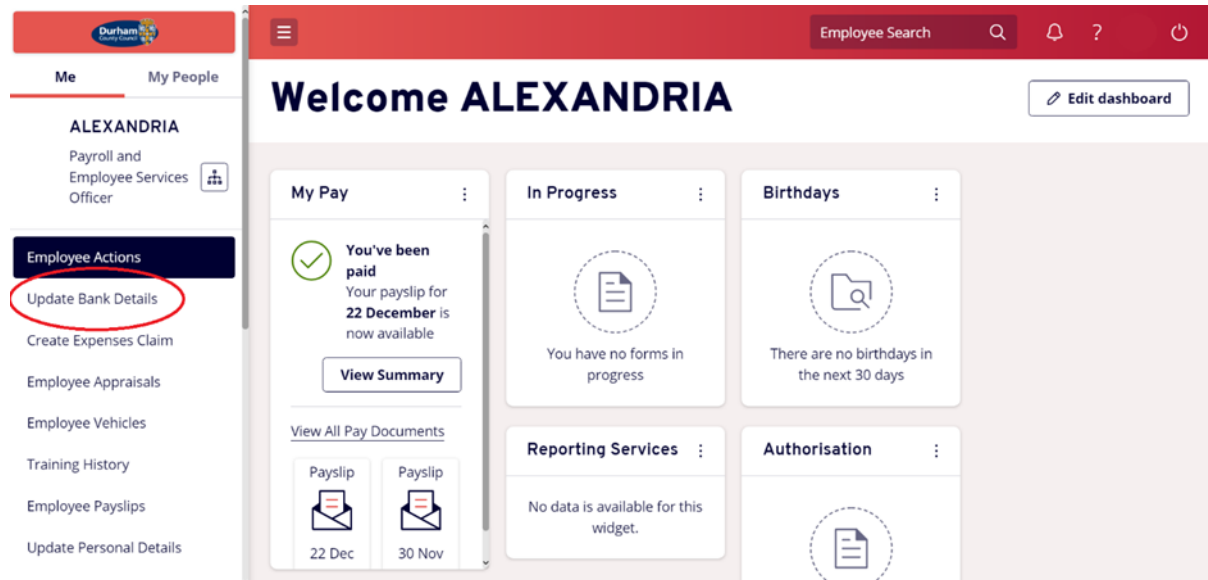
Contents.....	2
Introduction	3
Update Bank Details.....	4

Introduction

Employees are now able to input changes to their bank details directly onto MyView. The change will be received by Payroll and Employee Services who will approve this to be actioned on the employee's record. Please note for the change of bank details to be made in the current month you must submit the request by no later than the 10th of the month. Change of bank details cannot be guaranteed for requests submitted after this date. e.g. if you want your February pay to go into your new account, then you must submit request no later than 10th February.

Update Bank Details

To access **Update Bank Details**, log into MyView Dashboard and navigate to the **Update Bank Details** option on the left-hand side panel.



Once **Update Bank Details** has been selected, you will be asked to input an **Effective Date** for the change to be made. Once the **Effective Date** has been inputted, click **Next**.

Update Bank Details (ALEXANDRIA LEWIS)

Please note for the change of bank details to be made in the current month you must submit the request by no later than the 10th of the month. Change of bank details cannot be guaranteed for requests submitted after this date. e.g. if you want your February pay to go into your new account, then you must submit request no later than 10th February.

Upon entering your new sort code - if your bank/branch details are not being recognised, you will need to email resourcelink@durham.gov.uk quoting the new account sort code, bank name and branch address so that we can verify these details prior to updating the system.

Effective Date
Bank
Complete

Effective Date

Date Change is Effective

Previous
Next
Submit

The next section of the form will then show the current bank details recorded on the employee's record. Employees must select the **Bank Type** to notify whether this is a change to **Bank Account** or **Building Society Account**. Both form types will follow similar instructions that are included in this guidance document. However, some Building Society accounts require a roll number as well as an account number, therefore if your Building Society account has a roll number you must include this in the relevant field. This field will be displayed when you choose the Building Society account bank type. Next, Select **Change Account Details** to amend the details in the form.

The screenshot shows a web form titled "Bank Details". At the top, there are three tabs: "Effective Date", "Bank" (which is selected), and "Complete". Below the tabs, the form contains the following fields and options:

- Bank Type:** Radio buttons for "Bank Account" (selected) and "Building Society Account".
- Account Number:** A text input field containing "****1234". To its right is a dark blue button labeled "Change Account Details".
- Sort Code:** A text input field containing "12-34-56".
- Bank Name:** A text input field containing "Barclays Regional Of".
- Branch:** A text input field containing "DARLINGTON".

At the bottom of the form, there are three buttons: "Previous" (grey), "Next" (dark blue), and "Submit" (dark blue).

You will then be asked to input the **New Account Number**, **Confirm Old Account Number** and **New Sort Code**. Please ensure that the **New Sort Code** is inputted as numbers, with no symbols between the numbers. If the details are valid, the **New Bank Name** and **New Branch** will pull through automatically. Select **Next**.

The screenshot shows the same "Bank Details" form, but with additional fields for updating the account information:

- Account Number:** "****1234" (unchanged).
- New Account Number:** A text input field containing "43214321".
- Confirm Old Account Number:** A text input field containing "12341234".
- New Sort Code:** A text input field containing "123456".
- New Bank Name:** A text input field containing "Barclays Regional Of".
- New Branch:** A text input field containing "DARLINGTON".

The "Bank Type" remains "Bank Account". The "Previous", "Next", and "Submit" buttons are still present at the bottom.

Once you are on the final section, please click **Submit**.

Update Bank Details (ALEXANDRIA LEWIS)

Please note for the change of bank details to be made in the current month you must submit the request by no later than the 10th of the month. Change of bank details cannot be guaranteed for requests submitted after this date. e.g. if you want your February pay to go into your new account, then you must submit request no later than 10th February.

Upon entering your new sort code - if your bank/branch details are not being recognised, you will need to email resourcelink@durham.gov.uk quoting the new account sort code, bank name and branch address so that we can verify these details prior to updating the system.

Effective Date Bank Complete

Click [Submit]

Previous
Next **Submit**

You will then receive a confirmation message for the form, click **OK**.

myviewt.durham.gov.uk says

Please confirm you want to submit these details for processing.

OK
Cancel

Your request is now submitted to Payroll and Employee Services.

✓
Your request has now been submitted to Payroll and Employee Services.

Close

To view the submitted form, go to **Form History** on the left-hand side toolbar. The event type for the change will be **Employee Changes**. The status of the form will be shown as **Submitted** whilst awaiting authorisation from Payroll and Employee Services.

Description	Event	Status	Raised Date
LEWIS, ALEXANDRIA	Employee Changes	Submitted	4 Feb 2022
<div style="display: flex; justify-content: space-between;"> <div> <p>Employee Changes</p> <p>Employee: ALEXANDRIA LEWIS</p> <p>Form Number: C0044616</p> <p>Submitted By: ALEXANDRIA LEWIS</p> <p>Submitted On: 4 Feb 2022</p> </div> <div> <p>Form Description: LEWIS, ALEXANDRIA</p> </div> </div>			
<p>Authorisation Progress</p> <div style="display: flex; align-items: center;"> Ⓜ <div style="flex-grow: 1; border-bottom: 2px solid #ccc; position: relative;"> <div style="position: absolute; right: -10px; top: -5px;">Ⓜ</div> </div> </div>			

Once the form has been authorised by Payroll and Employee Services, you will receive an authorisation email to confirm the changes have been approved.

Change of Bank Details Authorised - C0044615



Dear ALEXANDRIA,

Your request to update your bank details has now been authorised:

Form Number: C0044615
 Employee: ALEXANDRIA LEWIS
 Date Submitted: 02/02/2022

Many Thanks
 Payroll and Employee Services

The form will now also be displayed as **Authorised** via Form History on MyView.

Description	Event	Status	Raised Date
LEWIS, ALEXANDRIA	Employee Changes	Authorised	4 Feb 2022
<p>Employee Changes</p> <p>Employee: ALEXANDRIA LEWIS Form Description: LEWIS, ALEXANDRIA</p> <p>Form Number: C0044617</p> <p>Submitted By: ALEXANDRIA LEWIS</p> <p>Submitted On: 4 Feb 2022</p> <p>Authorisation Progress </p>			

Please note, if the **Effective Date** is future dated, your employee record will be amended when the **Effective Date** has arrived. You will receive an email to confirm that the change has been authorised by Payroll and Employee Services, but the **Status** within **Form History** will not be altered until the **Effective Date** has arrived, as below –

Description	Event	Status	Raised Date
LEWIS, ALEXANDRIA	Employee Changes	Submitted	4 Feb 2022
<p>Employee Changes</p> <p>Employee: ALEXANDRIA LEWIS Form Description: LEWIS, ALEXANDRIA</p> <p>Form Number: C0044617</p> <p>Submitted By: ALEXANDRIA LEWIS</p> <p>Submitted On: 4 Feb 2022</p> <p>Authorisation Progress </p>			

Once the **Effective Date** of the change has arrived, the **Status** of the form will be updated as **Authorised**.