



Pay, Reward & Employment Services  
Employee Bank Details Guidance

Please think before printing this document.

Where printing is necessary, please ensure that it is printed double sided and in greyscale.

## Contents

Pay, Reward & Employment Services .....	1
Employee Bank Details Guidance .....	1
1 - Bank Details .....	4
2 – Further Information .....	7

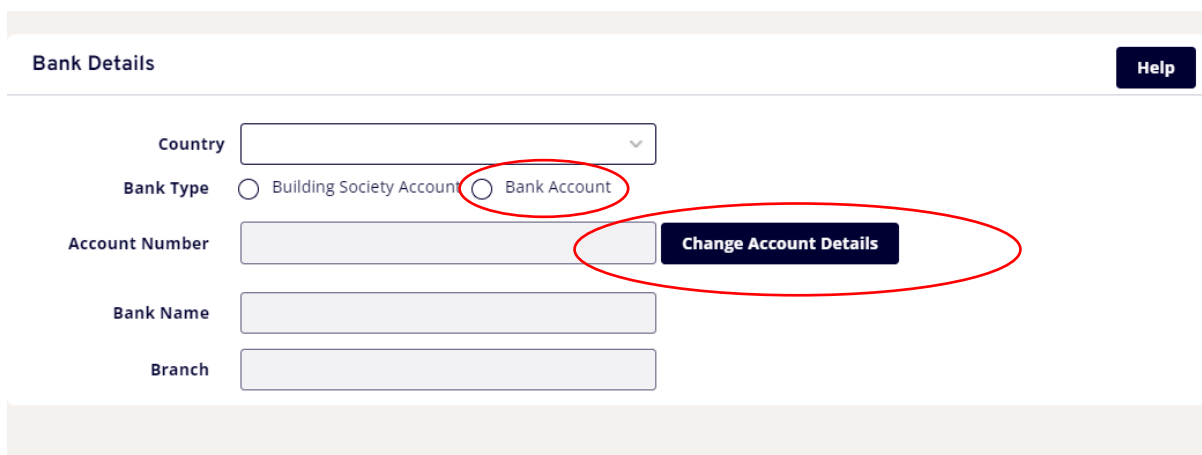
## 1 - Bank Details

This guidance will detail how to input your Bank Account number or Building Society details within the **[Employee Data Collection and Bank Details]** Task.

Once you have entered any personal detail information and emergency contact details you will be required to progress the form to enter your details for payroll. This will take you to the Pay Details screen which asks you to provide the details of the bank or building society account into which you want your salary to be paid.

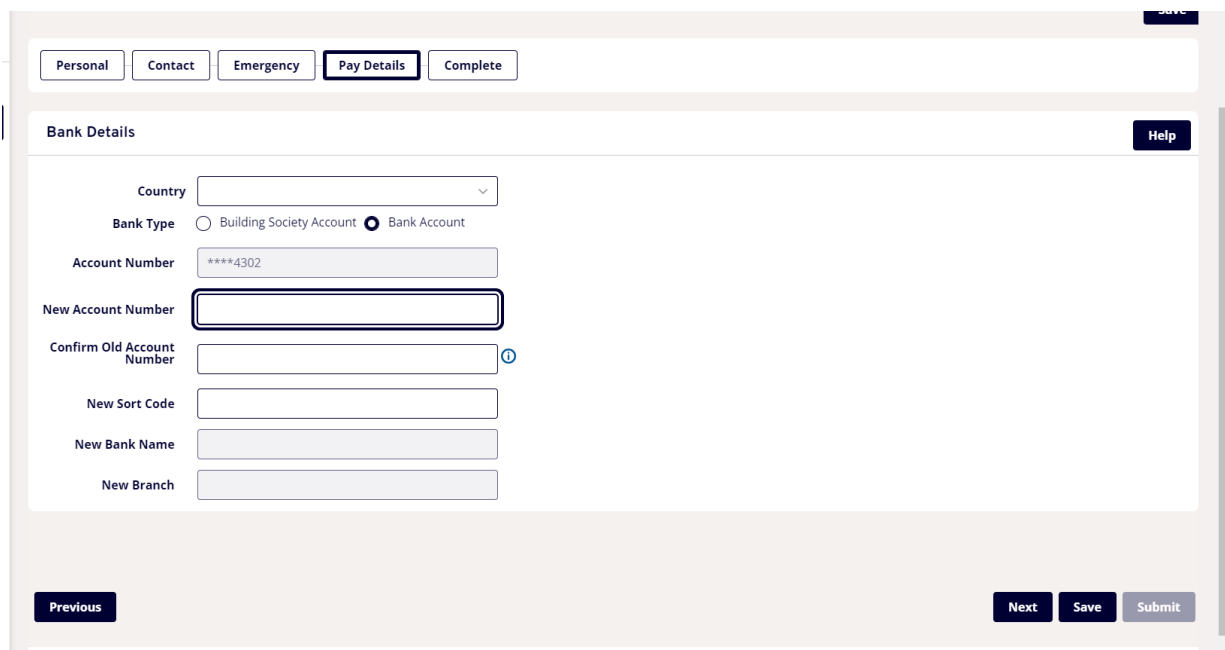
Select the relevant Bank Type. Click **[Change Account Details]** and complete the fields as requested.

**Please note** at this stage you will not be able to edit the form until **[Change Account Details]** has been selected:



The screenshot shows the 'Bank Details' form. At the top left is the title 'Bank Details' and at the top right is a 'Help' button. The form contains the following fields: 'Country' (a dropdown menu), 'Bank Type' (radio buttons for 'Building Society Account' and 'Bank Account'), 'Account Number' (a text input field), 'Bank Name' (a text input field), and 'Branch' (a text input field). A dark blue button labeled 'Change Account Details' is positioned to the right of the 'Account Number' field. Red circles highlight the 'Bank Account' radio button and the 'Change Account Details' button.

Once **[Change Account Details]** have been selected, please now enter the bank details information. Enter the account number into **[New Account Number]** only.



The screenshot shows the 'Bank Details' form with the 'Pay Details' tab selected. At the top, there are navigation tabs: 'Personal', 'Contact', 'Emergency', 'Pay Details', and 'Complete'. The 'Bank Details' section includes: 'Country' (dropdown), 'Bank Type' (radio buttons for 'Building Society Account' and 'Bank Account', with 'Bank Account' selected), 'Account Number' (text input with '\*\*\*\*4302'), 'New Account Number' (text input field, highlighted with a red box), 'Confirm Old Account Number' (text input with a help icon), 'New Sort Code' (text input), 'New Bank Name' (text input), and 'New Branch' (text input). At the bottom, there are buttons for 'Previous', 'Next', 'Save', and 'Submit'.

**Please note** you will **not** be required to enter information into [**Confirm Old Account Number**], by selecting the information button a reminder will display ‘You do not need to have to confirm your old account number if this is the first time you are submitting your bank details’.

The screenshot shows a web form titled "Bank Details" with a navigation bar at the top containing buttons for "Personal", "Contact", "Emergency", "Pay Details" (which is highlighted), and "Complete". A "Help" button is located in the top right corner. The form fields include: "Country" (a dropdown menu), "Bank Type" (radio buttons for "Building Society Account" and "Bank Account"), "Account Number" (a text input field), "New Account Number" (a text input field with a double border), "Confirm Old Account Number" (a text input field with a tooltip icon), "New Bank Name" (a text input field), and "New Branch" (a text input field). A tooltip box next to the "Confirm Old Account Number" field contains the text: "You do not have to confirm your old Account Number if this is the first time you are submitting your bank details."

Please ensure that the New Sort Code is inputted as numbers, with no symbols between the numbers (e.g., 000000). If the details are valid, the New Bank Name and New Branch will pull through automatically. Select [**Next**].

If your new bank details are not being recognised, it may mean that we need to add the new bank details into the system. Please email [resourceink@durham.gov.uk](mailto:resourceink@durham.gov.uk) with the sort code, bank name and branch address. These details will need to be validated prior to allowing you to submit your bank details.

**Please Note:** If you have forgot to select the bank type, mistyped details within account number and sort code or forgot to enter the sort code details, you will be notified this is mandatory field, at this stage of the alert the form will not allow the user to edit:

Personal Contact Emergency **Pay Details** Complete

**Error**  
Sort Code is mandatory

**Bank Details**

Bank Type  Building Society Account  Bank Account

Account Number \*\*\*\*5678 **Change Account Details**

Sort Code

Bank Name

Branch

**Previous**

To re-enter please select **[Change Account Details]** button to edit the form as required and proceed:

Personal Contact Emergency **Pay Details** Complete

**Error**  
Sort Code is mandatory

**Bank Details**

Bank Type  Building Society Account  Bank Account

Account Number \*\*\*\*5678

New Account Number

Confirm Old Account Number **i**

New Sort Code

New Bank Name

New Branch

Once you are satisfied that you have provided all the relevant details, click **[Submit]**

## 2 – Further Information

If you would like any further advice or would like the document in an alternative format, please contact the MyView Team within Pay, Reward and Employment Services using contact details:

- [MyView@durham.gov.uk](mailto:MyView@durham.gov.uk)
- **03000 269 919**

Should you have any further queries in relation to the pre-employment checks or require any support, please contact the Recruitment Helpdesk via Telephone: 03000 26 27 27 or email according to service grouping below:

- [RecruitmentAHS@durham.gov.uk](mailto:RecruitmentAHS@durham.gov.uk)
- [RecruitmentCYP@durham.gov.uk](mailto:RecruitmentCYP@durham.gov.uk)
- [RecruitmentResources@durham.gov.uk](mailto:RecruitmentResources@durham.gov.uk)
- [RecruitmentNCC@durham.gov.uk](mailto:RecruitmentNCC@durham.gov.uk)
- [RecruitmentREG@durham.gov.uk](mailto:RecruitmentREG@durham.gov.uk)
- [RecruitmentCES@durham.gov.uk](mailto:RecruitmentCES@durham.gov.uk)