How do I amend my bank account details?

You are able to update your bank account information in ESR. This change does not require manager approval before your ESR record is updated.

Please note that it is not possible to add or update bank account details when accessing ESR over the Internet. CAN ONLY BE ACTIONED on the 1st or 15th of the MONTH.

This functionality can be accessed from the My ESR Dashboard for users of the Employee Self Service and Employee Self Service (Limited Access) URP's.

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 In your My I 	E SR Dashboard , you will find a num	ber of portlets providing e	easy access to key infor	mation
and direct li	nks, as well as a sidebar navigation	pane with links to all area	s within Self Service.	
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Ay Role				
My ESR >	Announcements	9	My Payslip and P60	ø
Ay Pages		MUS	A Pay date: 31-Mar-2021 +	
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My Pay & Rewards →			View My Payslips View	My P60s
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My Appraisals and Reviews	"Update My Contact Details" to amend some of your details.	50	South Tees Internet	
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My Bank Account Details.		View Details	✓	
		Please expand to view your bank account de	tails. Select	
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Updated 30 March 2021

 To update your bank account details, select the pencil i 	icon beneath Update. Do not select 'Add new
bank payment.'	
NOTE: Please read the advice given in the TIP on this page	e when making changes to your bank account
letails.	
Amend the details in each field as appropriate, and finis	sh by selecting Apply .
f Accessing via a portlet:	
The My Bank Account Details portlet is	My Bank Account Details
to expand the portlet	View Details
The account details for your primary assignment	Accimment
are displayed by default	10000001 - Position 1 🔹
	Account Name: BEN SMITH Account Number: 11223344
Fo add or update the account details for another	Sort Code: 56-00-69
assignment, you can select the applicable	Bank Name: NAT WEST BANK PLC Branch: Wolverhampton, Queen
issignment from the dropdown list.	Square Bid Society Number:
	Update My Bank Details
Click the Update Bank Details button.	
 Your current bank details are displayed in a pop-up box 	c. Click the Account Number field to highlight th
data.	
Press the Delete key on the keyboard to clear the field.	
Click in the Account Number field and enter the new do	etails.
IOTE: An Account Number must not exceed 8 digits. Whe	re less than 8 digits are entered, the account
number will automatically be preceded with zero(es).	
entry.	s the Delete key on the keyboard to clear the
Enter a valid Sort Code.	
f a valid sort code is entered, the Bank Name and Branch	fields will update automatically.
Click the Confirm button to apply the changes.	
A confirmation message is displayed and the	
bank details updated.	My Bank Account Details
	Your request has successfully completed. ×