



Payroll and Employee Services Update

Bank Details

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1 - 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.

2 - 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 resourceink@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.

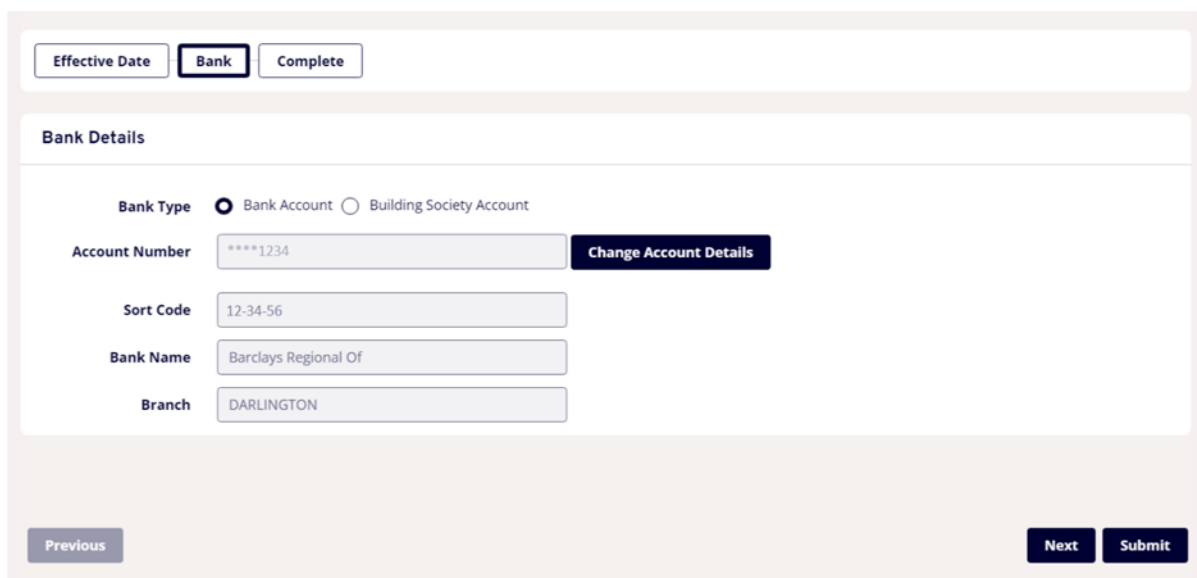
Effective Date Bank Complete

Effective Date

Date Change is Effective 04/02/2022

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.

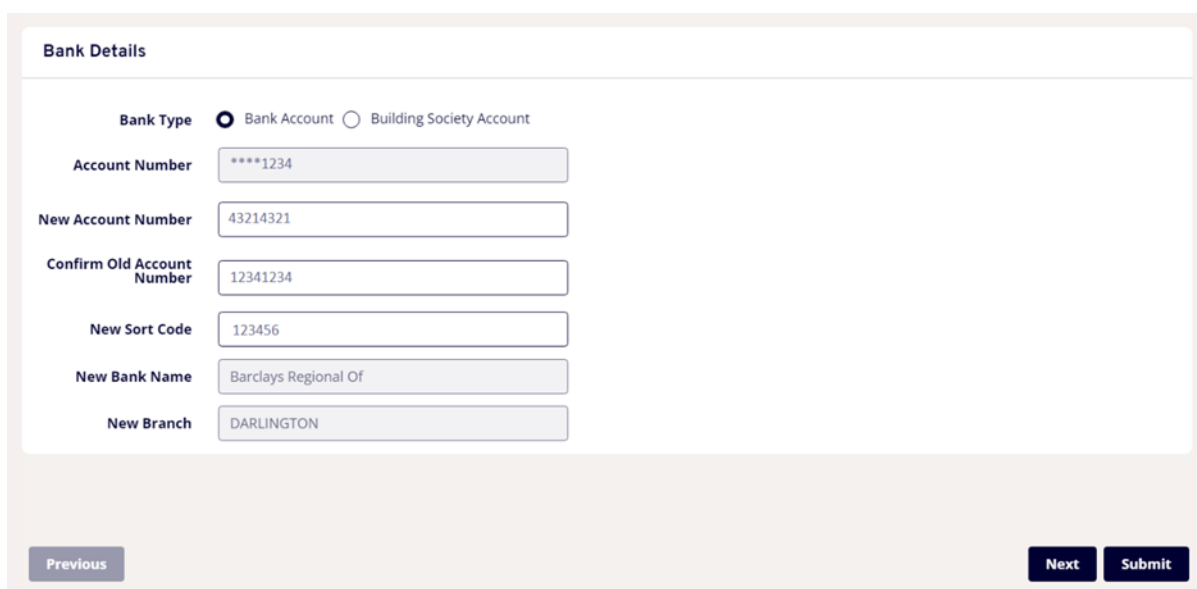


The screenshot shows a form titled "Bank Details" with a navigation bar at the top containing "Effective Date", "Bank" (highlighted), and "Complete". The form contains the following fields:

- Bank Type:** Radio buttons for "Bank Account" (selected) and "Building Society Account".
- Account Number:** Text input field containing "****1234".
- Sort Code:** Text input field containing "12-34-56".
- Bank Name:** Text input field containing "Barclays Regional Of".
- Branch:** Text input field containing "DARLINGTON".

A dark blue button labeled "Change Account Details" is positioned to the right of the Account Number field. At the bottom of the form, there are three buttons: "Previous", "Next", and "Submit".

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 new account information:

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

The "Change Account Details" button is no longer visible. At the bottom of the form, there are three buttons: "Previous", "Next", and "Submit".

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

3 – Form History

To view the submitted form, go to **Form History** on the left-hand side toolbar. Form History will display all forms previously submitted, filters will need to be selected initially to view certain forms or applying all filters to view all forms.

Form History

Keyword Search

Date From

Date To

Event Filter

Status Filter

ⓘ Please select Event and Status to display records

The **event filter** for the change will be **Employee Changes**. The **status filter** 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
<p>Employee Changes</p> <p>Employee: ALEXANDRIA LEWIS Form Number: C0044616 Submitted By: ALEXANDRIA LEWIS Submitted On: 4 Feb 2022</p> <p>Form Description: LEWIS, ALEXANDRIA</p> <p>Authorisation Progress</p>			

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**.

4 – Help and Guidance

If you require any further system support, we have a dedicated MyView team who will be happy to help. Please feel free to contact us on 03000 269919. Alternatively, you can e-mail us on MyView@durham.gov.uk.