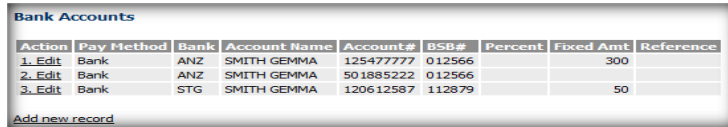# Bank Accounts in Staff OnLine

Staff OnLine allows an employee to maintain the accounts to which their salary is deposited.   To display your accounts select "Payroll Details" from the "My Pay" menu, then select "Bank Accounts". You will then be presented with the following page

To **edit** the details of current account details click on the "edit" link corresponding to the account you wish to change. When you have done this, the following screen will be displayed:

You will then be able to update details as required. The bank field updates according to the BSB number entered once the record is submitted.
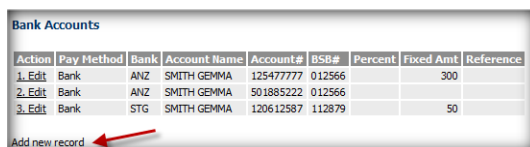
NOTE: One account must be left with a blank amount. This is your main pay account. If your pay does not cover the fixed amount on additional accounts, it will be ignored and your pay will be deposited into your main account.

To change your main pay account i.e. the account with no fixed amount, you must click on the edit link of the current main pay account. Replace old details with the new account details and then click on Update. Once you have completed the details hit Update.

Please note you cannot simply delete a main pay account as the system requires that one account with a blank fixed amount exists at all times. If you wish to have money going into a previous main pay account, simply add the account again with a fixed amount. This process is described below.

Casual staff are limited to one bank account only.

To add a new Bank Account click on <u>Add new record</u>

The following screen will then be displayed.

The BSB is the 6-digit number of your financial institution that can be typed directly into the field or selected by clicking on the drop down arrow.

If you choose to click on the arrow in the BSB# field the following box appears and you have the following options to add a BSB#:

- ✓ You can confirm your BSB# by typing it in before the % and clicking OK **or**,
- ✓ You can search for your BSB# by leaving the % and clicking OK **or**,
- ✓ You can limit your search by entering the first few numbers of your BSB# or the first letter of your Bank name before the % and then clicking OK.
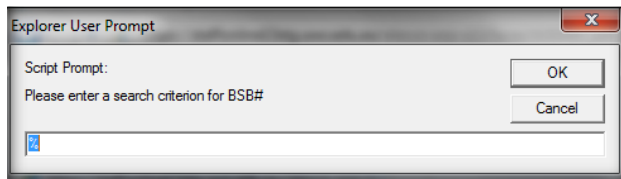
Type before the %

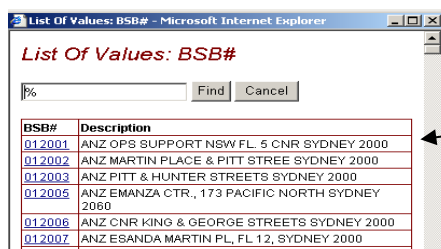Once you have clicked OK on the above box, a list of BSB #'s will appear. The information contained in this list depends on what you have entered in the above box (see examples below).

If you have simply clicked OK a list containing ALL available BSB#'s will appear. Use the Scroll bar to search through this list.

If you have entered numbers or a letter before the % a list limited to this criteria will appear
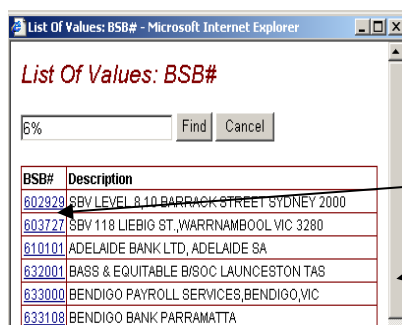
Enter a number in front of the % sign. For example 6% will return all the BSB's that start with 6. Use the Scroll bar to search through the list.

Enter the first letter of your bank in front of the % sign. For example C% will return all the BSB's that start with C. Use the Scroll bar to search through the list.

NOTE Be careful not to type more than the first letter of the bank name unless you are certain of how it is displayed in the Concept HRMIS as this could cause an incorrect search.
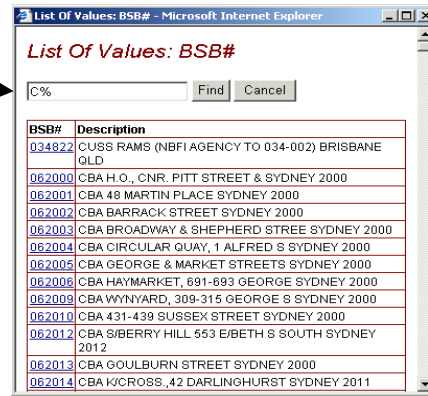

List Of Values: BSB#

BSB#	Description
034822	CUSS RAMS (NBFI AGENCY TO 034-002) BRISBANE QLD
062000	CBA H.O., CNR. PITT STREET & SYDNEY 2000
062001	CBA 48 MARTIN PLACE SYDNEY 2000
062002	CBA BARRACK STREET SYDNEY 2000
062003	CBA BROADWAY & SHEPHERD STREE SYDNEY 2000
062004	CBA CIRCULAR QUAY, 1 ALFRED S SYDNEY 2000
062005	CBA GEORGE & MARKET STREETS SYDNEY 2000
062006	CBA HAYMARKET, 691-693 GEORGE SYDNEY 2000
062009	CBA WYNYARD, 309-315 GEORGE S SYDNEY 2000
062010	CBA 431-439 SUSSEX STREET SYDNEY 2000
062012	CBA S/BERRY HILL 553 E/BETH S SOUTH SYDNEY 2012
062013	CBA GOULBURN STREET SYDNEY 2000
062014	CBA K/CROSS ,42 DARLINGHURST SYDNEY 2011

Once you have located your BSB#, click on the number (in blue) and this will add your selection into the form.

If the BSB for your financial institution does not exist, you will need to contact your Human Resources Officer or Payroll Officer who will arrange for it to be created on the system.

Once you have selected/entered your BSB number you will need to enter your account number. A maximum of 9 digits can be entered into the Account # field. Please ensure that your account number is correct otherwise your pay will go into either an invalid or incorrect account number. **This cannot be your credit card number or keycard number.**

A maximum of 50 Characters can be entered into the Account Name field. You need to enter your Account Name as recorded by your financial institution.

For account other than your main pay account you will need to nominate the amount of money that you wish to credit to that account. When entering an amount into the fixed amount please do not include any special characters e.g. $.

Once you have completed all the details, click on 'Insert' to submit the record to the database.

If submitted successfully a success message will appear.

Please do not close your old bank account until you have confirmed that your salary has been deposited into your new account.