



Bank Details

This section will demonstrate how to view and edit **bank details** in ESS.

1. In **My Profile**, go to the **Bank Details** panel and click on the link to **EDIT**.

Edit applicable fields within the **Pay Methods**.

- Use the drop-down arrow to select the **Method Indicator**. In this case, **AMOUNT PER PERIOD**
2. Click on **+ADD BANK DETAILS** (if applicable).
 - At least one (1) pay method must be configured with a **Method Indicator** of **Balance**.
 3. Click on **SAVE**.



My Profile Search Employees ADAMS, PATRICK MR

Bank Details

Pay Method 1

Bank Name
Challenger Banking LTD

Account Type
EFT1

BSB Code
704-165

Account Number
100425735

Account Name
Spencer Street Social Club

Method Indicator
Amount per period

Value
6.00

+ADD BANK DETAILS

SAVE **CANCEL**

NOTE

For **Australia**:

- The entry formats for both **BSB Code** and **Account Number** are displayed here in this example.

My Profile Search Employees ADAMS, PATRICK MR

Bank Details

Pay Method 1

Bank Name

Account Type

EFT1

BSB Code

Account Number

Account Name

Method Indicator
Balance

Value

+ADD BANK DETAILS

SAVE **CANCEL**

NOTE

For **New Zealand**:

- The entry formats for both **BSB Code** and **Account Number** are displayed here in this example.