

QUICK REFERENCE GUIDE

Setting Up and Amending Bank Account and Payment Details

Introduction

Your Bank account and payment details should be migrated into Oracle Fusion, as long, as they were registered in the previous system. When you first log on, you should check to make sure they are correct. If you are a new starter, or you wish to change your bank details you can do this within the **Me** section of Fusion. Without these details being complete, you cannot be paid.

Before you start

The system is loaded with the Sort code and Addresses of every bank in the UK. You will need to enter your account number and sort code and have the address of your bank to confirm the correct branch had been selected.

You can change your bank details at any-time but be aware that payroll runs are set up in advance of the payment date and if make the change after the run is prepared the change may not be picked up until the following month.

Navigation


You can access the required area of the system from the **Me** section.

Then click on the **Pay** tile


Please see the **Payment Methods and Payslips** video for more detailed step by step instructions for this process.



Setting up or Amending your Bank Account details


- 1 Open the Payment methods Section  Payment Methods

Adding a New Account (New Starter)


- 2 If no details are displayed in the Bank Account Section, Click the **Add** button 

- 3 Enter your **Account Number**
The **Account Holder** field will populate from your HR record. This can be updated if required. *Account Holder

- 4 The system contains the Sort code of all UK Bank Branches. As you start to enter the 6-digit sort code, the system will suggest matches. Keep entering until you see the Branch you require. Select this from the list
 *Sort Code
Bank 202464 Barclays Bank Plc 1 North En

- 5 Once you have entered and checked the details, Click the **Save** button 


Making Changes

- 2 If details are displayed and you wish to make changes, Click the **Edit** button 

- 3 Update your **Account Number**
Update the Account Holder name if required *Account Holder

- 4 Delete the existing Sort Code.. As you start to enter the new 6-digit sort code, the system will suggest matches. Keep entering until you see the Branch you require. Select this from the list
 *Sort Code
Bank 202464 Barclays Bank Plc 1 North En

Payment Methods

If no Payment Method has been allocated, Click on the **Add** button 

Assign a name (your choice) to the payment method. Select the **Type** from the drop-down list (e.g., **BACS**) and click **Save**. 

*What do you want to call this payment method?

*Payment Type