

Bank Accounts in HORUS

This quick guide will guide you through the steps of removing or adding a Bank account or Payment Distribution in HORUS.

Please note, in cases where an employee has had previous Terminated job records which had a Bank Account associated with them in the past, they may not be able to delete the Bank Account details in the system.

A glossary and information on “ANUPAY locked by Payroll Administrator” can be found at the end of this guide.

For technical assistance in relation to HRMS or HORUS please contact HR Systems.

Email: hrcsystems@anu.edu.au

Phone: +61 2 6125 9622

Website: [HR Systems - Staff Services - ANU](#)

For general IT enquiries please contact the ANU Service Desk.

Email: servicedesk@anu.edu.au

Phone: +61 2 612 54321

Website: [Service Portal - ANU](#)

For general Human Resources advice or queries please contact the relevant team below.

College of Arts & Social Sciences: hr.cass@anu.edu.au

College of Asia & the Pacific: cap.hradvisory@anu.edu.au

College of Business & Economics: hr.cbe@anu.edu.au

College of Engineering, Computing and Cybernetics: hradvisory.cecc@anu.edu.au

College of Health and Medicine: hr.chm@anu.edu.au

College of Science: hr.cos@anu.edu.au

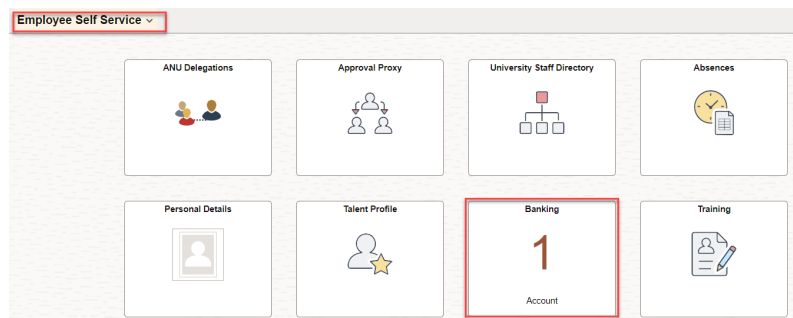
HR Business Partners – P&C (Central Portfolios): hrbp.pc@anu.edu.au

Remunerations & Conditions (Pay Roll): employment.services@anu.edu.au

Section 1: Viewing bank accounts

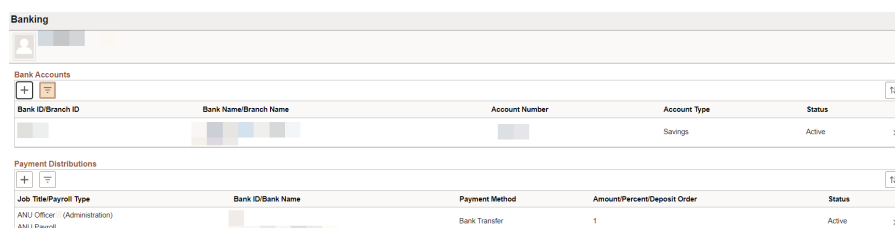
Step 1 - Navigate to Employee Self Service in HORUS

Login to HORUS and select the Banking tile from the Employee Self Service menu



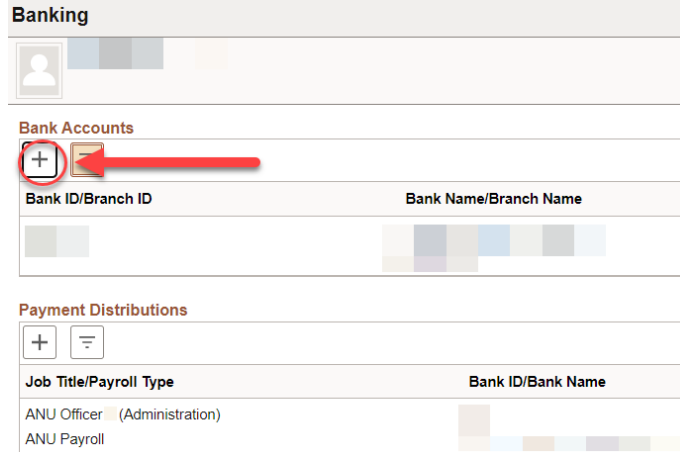
Step 2 - Review your Banking details

All your Active nominated Bank Accounts and Pay Distributions will appear here.



Section 2: Adding a bank account

Step 1 - Select the "+" button in the "Bank Accounts" section to begin adding a new bank account.



The screenshot shows the 'Banking' section of a system. Under the 'Bank Accounts' heading, there is a '+' button circled in red, with a red arrow pointing to it. Below this is a table with columns 'Bank ID/Branch ID' and 'Bank Name/Branch Name'. Under the 'Payment Distributions' heading, there is another '+' button and a table with columns 'Job Title/Payroll Type' and 'Bank ID/Bank Name'. The table contains two rows: 'ANU Officer (Administration)' and 'ANU Payroll'.

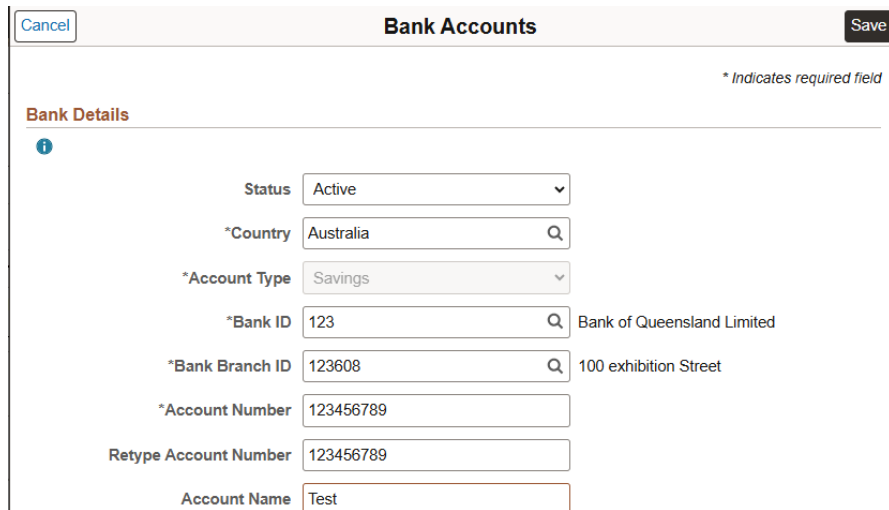
Step 2 - A pop up window will appear. Enter the new bank details into each of the fields and press save.

Ensure the **Status** field is active

Bank ID = The first three digits of your BSB

Bank Branch ID = All six digits of your BSB

Once you have successfully added a new bank account, you can edit current payment distributions. This will tell the HR Management System how your salary should be deposited in the new account.



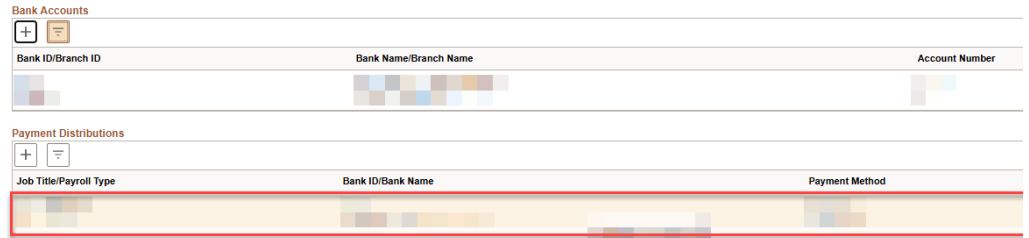
The screenshot shows a 'Bank Accounts' pop-up window. At the top, there are 'Cancel' and 'Save' buttons. Below is a section titled 'Bank Details' with an information icon. The form contains the following fields:

- Status: Active (dropdown)
- *Country: Australia (searchable)
- *Account Type: Savings (dropdown)
- *Bank ID: 123 (searchable) - Bank of Queensland Limited
- *Bank Branch ID: 123608 (searchable) - 100 exhibition Street
- *Account Number: 123456789
- Retype Account Number: 123456789
- Account Name: Test

 A note at the top right states '* Indicates required field'.

Section 3: Changing a payment distribution

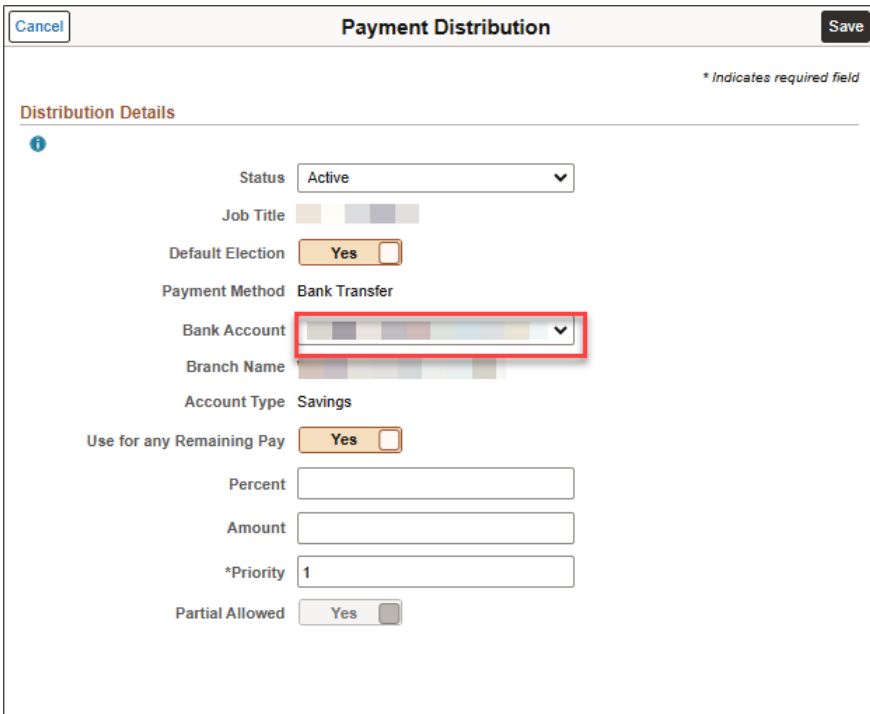
Step 1 - To change a payment distribution, select the current account in "Payment Distributions"



Step 2 - In the pop-up window, you can switch to the new bank account by selecting it from the drop-down list of bank accounts.

Then press "save" in the top right.

Your new payment distribution should now be reflected in self-service as seen in section 1 of this guide.



Section 4: Adding an additional payment distribution

Step 1 - To add an extra payment distribution, select the "+" under the "Payment Distributions" heading.



Step 2 - Choose the relevant bank account for the extra payment distribution.

Follow the fields to select how you would like your pay distributed.

There needs to be one primary account which has the "Use for any remaining pay" option selected.

Please see the **glossary** at the end of this guide for an explanation of each field.

Cancel
Payment Distribution
Save

* Indicates required field

Distribution Details

i

Status: Active

Job Title:

Default Election: Yes

Payment Method: Bank Transfer

Bank Account:

Branch Name:

Account Type: Savings

Use for any Remaining Pay: Yes

Percent:

Amount:

*Priority: 1

Partial Allowed: Yes

Section 5 - Inactivating old bank accounts

Step 1 – First, follow section 3 of this guide and ensure the bank account you wish to inactivate is not being used in payment distributions.

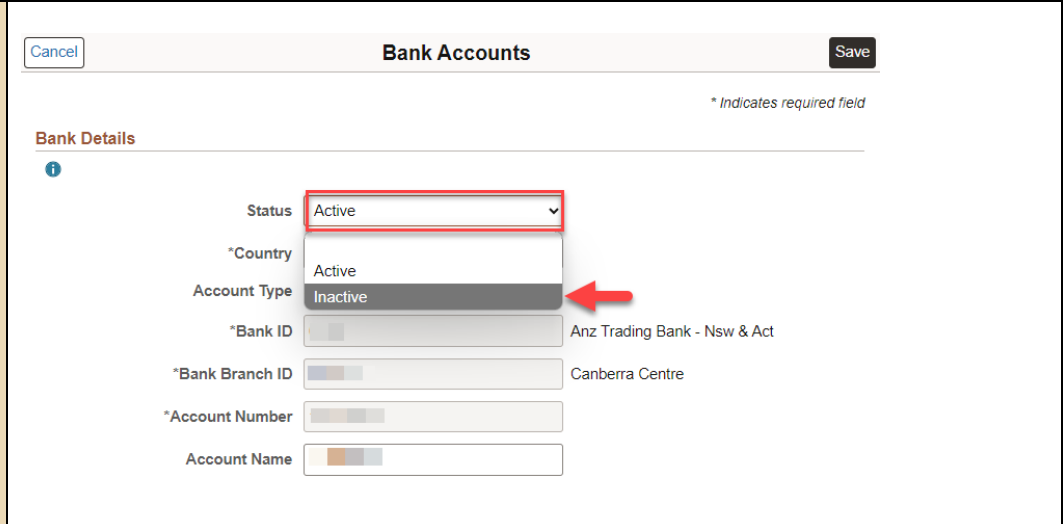
Step 2 - In the "Bank Accounts" section, select the account you wish to remove.

Bank Accounts				
Bank ID/Branch ID	Bank Name/Branch Name	Account Number	Account Type	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	Savings	Active >
<input type="text"/>	<input type="text"/>	<input type="text"/>	Savings	Active ←

Payment Distributions				
Job Title/Payroll Type	Bank ID/Bank Name	Payment Method	Amount/Percent/Deposit Order	Status
ANU Officer (Admin)	<input type="text"/>	Bank Transfer	1	Active >
ANU Payroll	<input type="text"/>			

Step 3 - Select the status field and set to “Inactive”, then select “save” in the top right.

Note: One active bank account is always required



Cancel **Bank Accounts** Save

* Indicates required field

Bank Details

Status: Active

*Country: Active

Account Type: Inactive

*Bank ID: Anz Trading Bank - Nsw & Act

*Bank Branch ID: Canberra Centre

*Account Number

Account Name

Glossary

Default election

You specify instructions for each valid Payroll Type available to you. To use this distribution as the default for all Payroll Types, select the “Default Election” option.

Use for any Remaining Pay

The account where all remaining pay goes into. At least one account is set as the primary account.

Percent

Select a specific percentage of your pay to go to selected account, figure must be between 1-100. This cannot be used with "Amount" field. If both "Percent" and "Amount" fields are left blank and only one account is in payment distributions, all funds will enter that account.

Amount

Select a specific dollar figure of your pay to enter into your selected account. This cannot be used with "Percent" field. If both "Percent" and "Amount" fields are left blank and only one account is in payment distributions, all funds will enter that account.

Priority

This determines the priority of the distributions. Number 1 being the most important/preferred, Number 2 being the second most important/preferred, and so on. Your primary account does not form part of the processing priority. For example, if you have three payment distributions and priority number 1 is your primary account, the system will process priority number 2 then 3 in that order and the last transaction would be against 1.

Partial Allowed

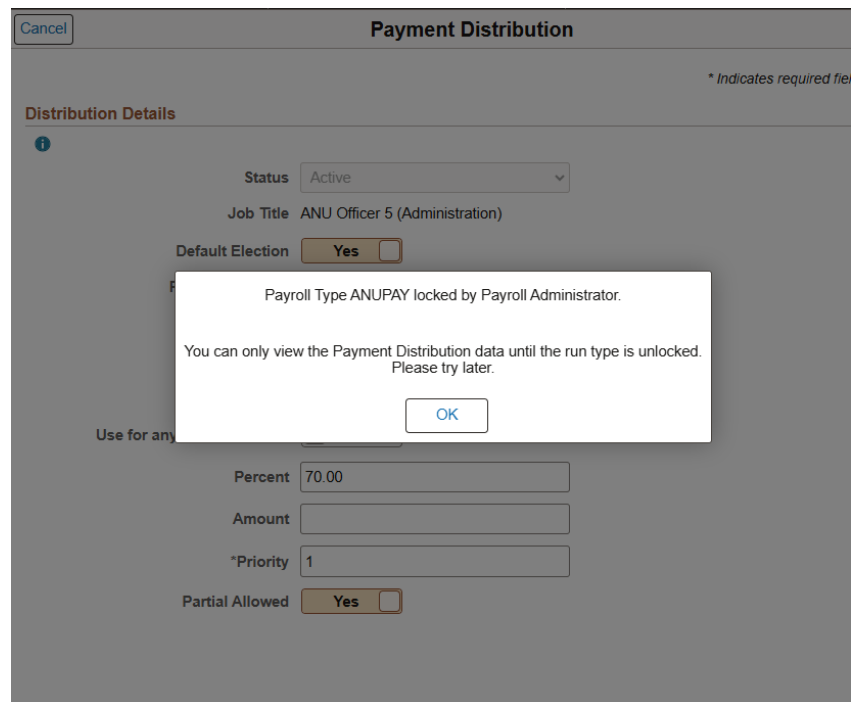
By ticking this checkbox, you agree that if the full amount you’re requesting isn’t available, you accept a lesser amount to be deposited into your account. For example, if you have requested \$300 to enter this account but the amount is not available (due to leave without pay or other reasons) the lesser amount will still be paid.

Conversely, if the "partial allowed" box is unticked no funds will be allocated to the account and the funds will enter the primary account

Payroll Type ANUPAY locked by Payroll Administrator.

This message appears when pay team have locked bank accounts for pay run.

Bank accounts are unlocked for editing towards the end of the week after payday.



The screenshot shows the 'Payment Distribution' form in a system. The form is titled 'Payment Distribution' and has a 'Cancel' button in the top left. A note in the top right corner states '* Indicates required field'. The form is divided into sections: 'Distribution Details' and 'Use for any...'. The 'Distribution Details' section includes a 'Status' dropdown menu set to 'Active', a 'Job Title' field with the value 'ANU Officer 5 (Administration)', and a 'Default Election' checkbox set to 'Yes'. The 'Use for any...' section includes a 'Percent' field with the value '70.00', an 'Amount' field, a '*Priority' field with the value '1', and a 'Partial Allowed' checkbox set to 'Yes'. An error message dialog box is overlaid on the form, containing the text: 'Payroll Type ANUPAY locked by Payroll Administrator. You can only view the Payment Distribution data until the run type is unlocked. Please try later.' and an 'OK' button.