Job Aid

Update Bank Accounts and Pay Distribution Instructions

Version 1.0
February 2015
HR Management System Copyright Information

Copyright © 2015 The Australian National University.
All rights reserved. Published 2015.

Restricted Rights
Printed in Australia.
The information contained in this document is proprietary and confidential to The Australian National University.

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, for any purpose without the express written permission of The Australian National University.

This document is subject to change without notice, and The Australian National University does not warrant that the material contained in this document is error-free. If you find any errors within this document, please report them to HR Systems.

Copyright © 2015 The Australian National University. All rights reserved.

Help and Support

Should you have any questions or problems whilst using HORUS or HRMS, please contact:

Phone: 612 59622
Email: hrsystems@anu.edu.au

Please report any error within this guide to hrsystems@anu.edu.au
Update bank accounts’ details using HORUS

This Job Aid describes the procedural steps to be followed when you need to update your bank accounts and/or pay distribution instructions using HORUS.

The procedure includes the following activities:

1. Add a new bank account. (start on page 5)
2. Add a new pay distribution instruction. (start on page 10)
3. Update an existing pay distribution instruction. (start on page 16)
4. Remove an existing pay distribution instruction. (start on page 19)
5. Remove an existing bank account. (start on page 21)
6. Update an existing bank account. (start on page 23)

Terminology used on HORUS pages:

- **Branch ID**: this equates to BSB number.
- **Primary Account**: the account where all remaining pay goes into. At least one account is set as the primary account. Example: X is paid $500 each fortnight and he has 2 pay distributions, one for his mortgage with an amount of $300 per fortnight. $300 will go to the account for the mortgage and $200 will go to the primary account.
- **Accept Partial Payment**: ticking this checkbox means if the full amount you are requesting is not available, you accept for the lesser amount to be paid into the account. Using same example as above, let’s say for some reason (e.g. leave without pay) in one fortnight, X is only paid $200 and this is less than his nominated $300 for the account for the mortgage. Had X ticked this checkbox, system will pay $200 into the account for the mortgage and nothing in the primary account. Had X not ticked this checkbox, nothing will be paid in the account for the mortgage and $200 will go to the primary account.
- **Priority/Instance Number**: this determines the priority of the distributions. The lowest instance number wins then moves onto the next and so forth. Your primary account does **not** form part of the instance processing priority. For example, if X has 3 distributions and instance number 1 is his primary account, system will process instance number 2 then 3 in that order and the last transaction would be against 1.

**Tips to update your bank account**:

- If you want to replace your current bank account with a new one, follow the below steps:
  - Step 1: Do item 1. Add a new bank account.
  - Step 2: Do item 4. Remove an existing pay distribution instruction. This is to remove the instruction associated with the old bank account.
  - Step 3: Do item 2. Add a new pay distribution instruction. This is to create an instruction associated with the new bank account.
  - Step 4: Do item 5. Remove an existing bank account. This is to remove the old bank account.

- If you want to add an additional bank account and direct a portion of your pay into that account, follow the below steps:
- Step 1: Do item 1. Add a new bank account.

- Step 2: Do item 2. Add a new pay distribution instruction, associated with the new bank account. The Percent or Amount value of this account is the portion of the pay that you want it to go into this account.

- Step 3: Check to make sure on the primary account, you have the “Use for any Remaining Pay” checkbox ticked.
1. Add a new bank account

HORUS has a self-service functionality that allows you to update your personal bank accounts. Follow the procedure below to add a new bank account; be it your first account or an additional account.

**Navigation:** Main Menu, HORUS, Payroll and Remuneration, Personal Bank Accounts

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>a) If you do not have any existing bank account, a screen similar to the one below will be displayed:</td>
</tr>
<tr>
<td></td>
<td>![Screen for adding a new account without any existing account]</td>
</tr>
<tr>
<td></td>
<td>b) If you have an existing bank account, a screen similar to the one below will be displayed:</td>
</tr>
<tr>
<td></td>
<td>![Screen for adding a new account with an existing account]</td>
</tr>
<tr>
<td>1.2</td>
<td>Click the <strong>Add a New Account</strong> button.</td>
</tr>
<tr>
<td>1.3</td>
<td>a) If this is the first bank account you are adding in (i.e. you do not have any</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td>existing bank account), a screen similar to the one below will be displayed:</td>
</tr>
</tbody>
</table>

**Personal Bank Accounts**

**Add Account Details**

Devesh Pandit

You currently have no personal account information in the system.

<table>
<thead>
<tr>
<th>Account Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Bank ID:</em></td>
</tr>
<tr>
<td><em>Branch ID (BSB Code):</em></td>
</tr>
<tr>
<td><em>Account Number:</em></td>
</tr>
<tr>
<td><em>Account Name:</em></td>
</tr>
</tbody>
</table>

* Required Field

Pay Distribution Instructions Search for Bank IDs

[Save] Return to Personal Bank Accounts

b) If you are adding a new bank account (i.e. in addition to an existing account), a screen similar to the one below will be displayed:
### Step 1

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.4</td>
<td>Your screen should now look similar to the one below:</td>
</tr>
</tbody>
</table>

#### Account Details section:

- **Bank ID**: Enter bank ID if known otherwise use the magnifying glass to select your bank id. Alternatively you can click [Search for Bank IDs](#) hyperlink to look up your bank id.
- **Branch ID (BSB Code)**: Enter BSB code if known otherwise use the magnifying glass to select a BSB code.
- **Account Number**: Enter your account number **note**: maximum 9 **digits**.
- **Account Name**: Enter your account name which should be the name registered in your bank account.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.5</strong></td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
</tbody>
</table>
| **1.6** | A screen similar to the one below will be displayed:  
**Personal Bank Accounts**  
**Confirmation**  
You have entered Bank ID 105, Branch ID 105001 and Account Number 1234567. If this is correct, click **OK**. If this is not correct, please click **Cancel** to be returned to the previous page and correct the information. |
| **1.7** | Click the **OK** button. |
| **1.8** | A screen similar to the one below will be displayed:  
**Personal Bank Accounts**  
**Save Confirmation**  
The Save was successful. |
1.9 Click the **OK** button.

1.10 a) If this is the first bank account you are adding in (i.e. you do not have any existing bank account), a screen similar to the one below will be displayed:

![Personal Bank Accounts](image1)

b) If you are adding a new bank account (i.e. in addition to an existing account), a screen similar to the one below will be displayed:

![Personal Bank Accounts](image2)

1.11 At this point, if you have a valid email address in the HRMS, you should receive an email notification confirming your bank account details in HRMS:

![Email Notification](image3)

Devesh Pandit

This email is to confirm that you have made changes to your “Personal Bank Accounts” in HORUS Self Service Banking.

If you did not request this change you should contact the HR Systems Helpdesk immediately.

You can reach the HR Systems Helpdesk by phone 612 59622 or email hr.help@anu.edu.au

Regards,

HRS Helpdesk

1.12 **End of procedure.**
2. Add a new pay distribution instruction

Once you have successfully added a new bank account details in HRMS, the next step is to create a pay distribution instruction. This is to tell the system how your salary should be deposited in the new account. Follow the procedure below to add a new pay distribution instruction; be it for your only bank account or for your additional bank account.

**Navigation:** Main Menu, HORUS, Payroll and Remuneration, Pay Distribution Instructions

2.1 a) If this is the first bank account you are creating a pay distribution instruction for (i.e. you do not have any existing pay distribution instruction), a screen similar to the one below will be displayed:

2.1 b) If you already have an existing pay distribution instruction, a screen similar to the one below will be displayed:

2.2 Click the **Add a New Distribution Instruction** button:

2.3 a) If this is the first bank account you are creating a pay distribution instruction for (i.e. you do not have any existing pay distribution instruction), a screen similar to the one
below will be displayed:

Pay Distribution Instructions

Personal Bank Accounts

Devesh Pandit

You may add a new bank account, by selecting the Add a New Account button, or you may edit or delete an existing bank account. You may not delete a bank account that currently is assigned to a pay distribution instruction.

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Account Name</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank of SA - Port Adelaide</td>
<td>Mr D. Pandit</td>
<td>1234567</td>
</tr>
</tbody>
</table>

Add a New Account

Return to Pay Distribution Instructions

c) If you already have an existing pay distribution instruction, a screen similar to the one below will be displayed:

Pay Distribution Instructions

Personal Bank Accounts

Devesh Pandit

You may add a new bank account, by selecting the Add a New Account button, or you may edit or delete an existing bank account. You may not delete a bank account that currently is assigned to a pay distribution instruction.

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Account Name</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANZ Trading Bank - New &amp; Act - Sydney (Centrepoint)</td>
<td>Mr D. and Mrs A. Pandit</td>
<td>1234567</td>
</tr>
<tr>
<td>Bank of SA - Port Adelaide</td>
<td>Mr D. Pandit</td>
<td>1234567</td>
</tr>
</tbody>
</table>

Add a New Account

Return to Pay Distribution Instructions

2.4 Under **Bank Name** column, click the bank name that you wish to add pay distribution instruction. For example, click **Bank of SA - Port Adelaide**

2.5 a) If this is the first bank account you are creating a pay distribution instruction for (i.e. you do not have any existing pay distribution instruction), a screen similar to the one below will be displayed:
If you already have an existing pay distribution instruction, a screen similar to the one below will be displayed:
In **Distribution Instruction Details** section:

- **Priority**: if you only have one bank account in your HRMS record, priority defaults to 1 (see screen under item a). If this is your 2nd account, priority defaults to 2 (see screen under item b). This sets out the priority at which the distribution will be paid; the lowest number has top priority then moves onto the next and so forth.
- **Percent**: if you want your entire pay to be paid into this bank account, enter 100 in this field. If you want to split your pay to more than 1 bank account, specify the percentage of the pay to be distributed in this account here.
- **Amount**: if you have entered a value in the **Percent** field, leave this field blank. Otherwise enter an amount here.

**NOTE**: system will only accept value entered in either the **Percent** or **Amount** field, not both.

- **Use for any Remaining Pay**: if you only have one bank account in your HRMS record, this checkbox will be ticked by default. If you are adding a pay distribution instruction for an additional bank account, this checkbox will **not** be ticked.
- **Accept Partial Amount**: this checkbox is ticked by default. It is there to enable any lesser amount (i.e. less than the nominated distribution amount/percentage) to be paid into the account.
For example, X nominated $500 to be paid into this account and ticked this checkbox. For some reason, in this fortnight pay period, X only gets paid $400 (lesser than the nominated amount $500). $400 will still be paid into this account. Had X not ticked this checkbox, $400 will be deposited into his primary account.

- **Use Distribution Instructions for ALL Payroll Runs**: this checkbox is ticked by default. Leave it ticked.

2.6 Click the **Save** button.

2.7 The following screen will be displayed:

![Pay Distribution Instructions](image)

2.8 Click the **OK** button:

2.9 You are now returned to the **Pay Distribution Instructions** screen.

a) If this is the first bank account you have created a pay distribution instruction for (i.e. you do not have any existing pay distribution instruction), a screen similar to the one below will be displayed:

![Pay Distribution Instructions](image)

b) If your new pay distribution instruction is for an additional bank account, a screen similar to the one below will be displayed:
2.10 At this point, if you have a valid email address in the HRMS, you should receive an email notification confirming your pay distribution instructions entered in HRMS:

![Email notification](image)

This email is to confirm that you have made changes to your “Pay Distribution Instructions” in HORUS Self Service Banking at 4:07 PM, Thursday, 19 February 2015.

If you did not request this change you should contact the HR Systems Helpdesk immediately.

You can reach the HR Systems Helpdesk by phone 012 59022 or email hr.help@anu.edu.au

Regards,
HR Systems Helpdesk

2.11 **End of procedure.**
3. Update an existing pay distribution instruction

In general, you would only need to update an existing pay distribution instruction should you wish to split your salary distribution into multiple accounts or vary the distribution amount/percent between different accounts. If you only nominated one bank account for all your salary to be paid into that account, it is rarely that you need to update the details on this page.

Navigation: Main Menu, HORUS, Payroll and Remuneration, Pay Distribution Instructions

3.1 A screen similar to the one below will be displayed:

3.2 Click the Edit button on the account that you wish to update its pay distribution details:

3.3 A screen similar to the one below will be displayed:
In **Distribution Instruction Details** section, you can specify the priority, amount OR percent for the selected bank account. You can also specify whether the selected bank account is to be used for any remaining pay (primary account) and if it is to accept partial amount (if there is not enough fund to cover the specified percent or amount). The checkbox **Use Distribution Instructions for ALL Payroll Runs** should be selected at all times.

In this example, we change the **Percent** value from 100 to 50.

**3.4**

**3.5** Click the **Save** button.

**3.6** The following screen is displayed:
3.7 **Click the OK button:**

3.8 **You will be returned to the Pay Distribution Instructions screen:**

3.9 **At this point, if you have a valid email address in the HRMS, you should receive an email notification confirming your pay distribution instructions entered in HRMS:**

   From: Devesh Pandit
   
   U5651346@anu.edu.au
   
   To: Donna Plan

   Subject: Your employee pay distribution details have been changed

   Thu, 19 Feb 2015 11:07 PM

   Devesh Pandit

   This email is to confirm that you have made changes to your "Pay Distribution Instructions" in HORUS Self Service Banking at 4:07 PM, Thursday, 19 February 2015.
   
   If you did not request this change you should contact the HR Systems Helpdesk immediately.
   
   You can reach the HR Systems Helpdesk by phone 612 59622 or email hr_help@anu.edu.au
   
   Regards,
   
   HR Systems Helpdesk

3.10 **End of procedure.**
4. Remove an existing pay distribution instruction

If you have multiple bank accounts for your salary distribution and no longer require one of those bank accounts, follow the procedure to remove the pay distribution instruction associated with that bank account. You will need to complete this step first before you can remove/delete the bank account. System will not allow you to delete the only pay distribution instruction you have in HRMS.

**Navigation:** Main Menu, HORUS, Payroll and Remuneration, Pay Distribution Instructions

4.1 A screen similar to the one below will be displayed:

![Pay Distribution Instructions](image)

4.2 Click the **Delete** button on the account that you wish to remove its pay distribution details:

4.3 The following screen is displayed:

**Delete Confirmation**

? Confirm your decision to delete your priority 1 payment instruction for 50%

[Yes - Delete]  [No - Do Not Delete]

Check to make sure you are deleting the correct pay distribution instruction.

4.4 Click **Yes – Delete** button:

[Yes - Delete]

4.5 You are now returned to the Pay Distribution Instructions screen:
If you have deleted the pay distribution instruction associated with the primary account (i.e. Primary Account checkbox is ticked), the remaining account will become the primary account. See above screen.

**NOTE:** in this particular example scenario, you may want to update the pay distribution instruction of the remaining account to change from 50% to 100% if you do not have any other account for the pay to be deposited into.

4.6 At this point, if you have a valid email address in the HRMS, you should receive an email notification confirming your pay distribution instructions entered in HRMS:

Devesh Pandit

This email is to confirm that you have made changes to your “Pay Distribution Instructions” in HORUS Self Service Banking at 10:24 AM, Monday, 23 February 2015.

If you did not request this change you should contact the HR Systems Helpdesk immediately.

You can reach the HR Systems Helpdesk by phone 612 39022 or email hr.help@anu.edu.au

Regrets,

HR Systems Helpdesk

4.7 **End of procedure.**
5. Remove an existing bank account

If you have multiple bank accounts setup in HRMS and no longer require one of those bank accounts, follow the procedure to remove that bank account. You will need to remove the pay distribution instruction associated with that bank account first then perform this step. System will not allow you to delete the only bank account you have in HRMS.

**Navigation:** Main Menu, HORUS, Payroll and Remuneration, Personal Bank Accounts

<table>
<thead>
<tr>
<th>5.1</th>
<th>A screen similar to the one below will be displayed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>

| 5.2 | Click the **Delete** button on the account that you no longer require for pay distribution purpose. (Note: the pay distribution instruction for that bank account must have already been removed prior to this step): |
| | ![Delete Button](image) |

In this example, we will click the **Delete** button on Bank of SA’s account.

<table>
<thead>
<tr>
<th>5.3</th>
<th>The following screen is displayed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image" alt="Confirmation Screen" /></td>
</tr>
</tbody>
</table>

Check to make sure you are deleting the correct account.

<table>
<thead>
<tr>
<th>5.4</th>
<th>Click <strong>Yes – Delete</strong> button:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image" alt="Yes – Delete Button" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5.5</th>
<th>You are now returned to the <strong>Personal Bank Accounts</strong> screen:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image" alt="Returned Screen" /></td>
</tr>
<tr>
<td>5.6</td>
<td><strong>End of procedure.</strong></td>
</tr>
</tbody>
</table>

**Note:** this message will be shown if you attempted to remove a bank account without removing its associated pay distribution instruction:

```
Message

The account is currently used for Net Distribution (17000,1359)

An account cannot be inactivated or deleted unless it is removed from all the Net Distribution sets defined for the payee.
```

[OK button]
6. Update an existing bank account

Follow this procedure to update your bank account details such as account name.

**Navigation:** Main Menu, HORUS, Payroll and Remuneration, Personal Bank Accounts

6.1 A screen similar to the one below will be displayed:

![Screen 1](image)

6.2 Click the **Edit** button on the bank account that you wish to update the details.

6.3 A screen similar to the one below will be displayed:

![Screen 2](image)

In **Account Details** section, you can update **Branch ID** (which is BSB), **Account Number** or **Account Name** or all three fields. **AC Account Name** field is used to
record account name in alternate character values i.e. Chinese, Japanese… it is not applicable to the ANU hence this field is to be left blank.

6.4 In this example, we update the **BSB** number and **Account Name** fields:

![Account Details](image)

6.5 Click the **Save** button.

6.6 This screen should now be displayed:

**Personal Bank Accounts**

**Save Confirmation**

- The Save was successful.

6.7 Click the **OK** button.

6.8 You are now returned to the **Personal Bank Accounts** screen:

![Personal Bank Accounts](image)

6.9 At this point, if you have a valid email address in the HRMS, you should receive an email notification confirming your bank account details in HRMS:
End of procedure.