



Australian
National
University

Job Aid

Update Bank Accounts and Pay Distribution Instructions

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Help and Support

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

Phone: 612 59622

Email: hrrsystems@anu.edu.au

Please report any error within this guide to hrrsystems@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:

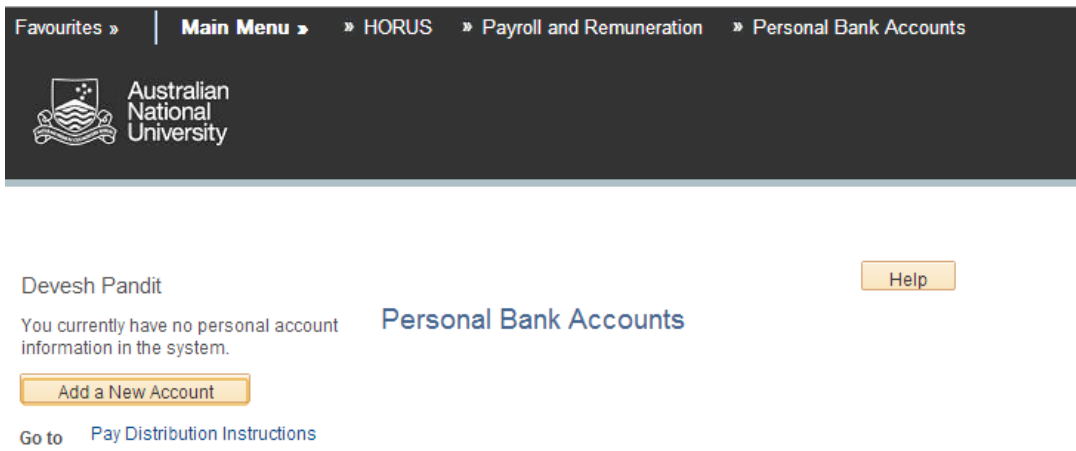
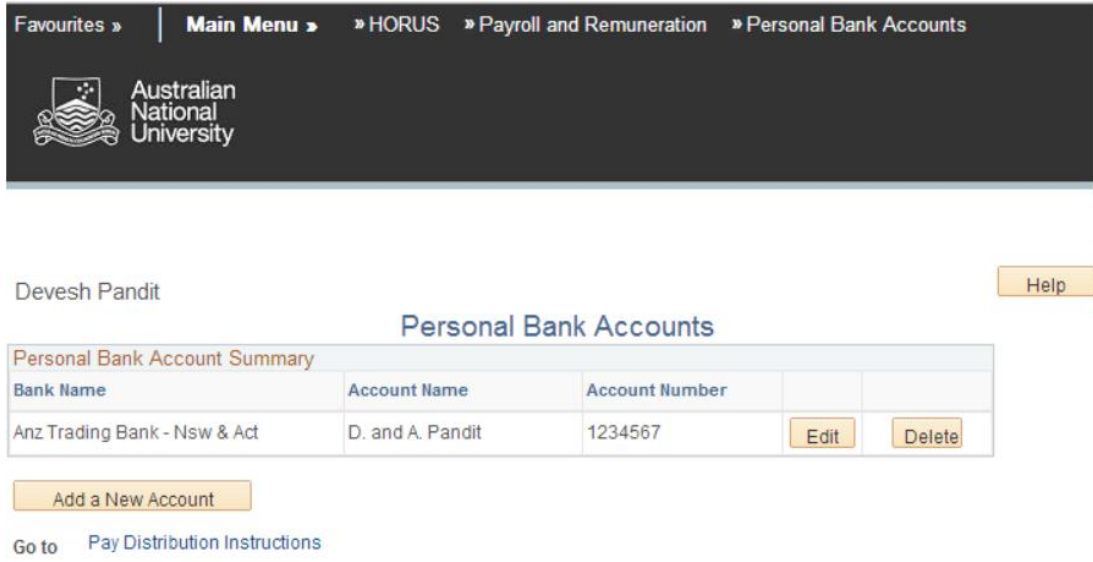
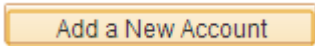
- If you want to replace your current bank account with a new one, follow the below steps:
 - Step 1: Do item 1. Add a new bank account.
 - Step 2: Do item 4. Remove an existing pay distribution instruction. This is to remove the instruction associated with the old bank account.
 - Step 3: Do item 2.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

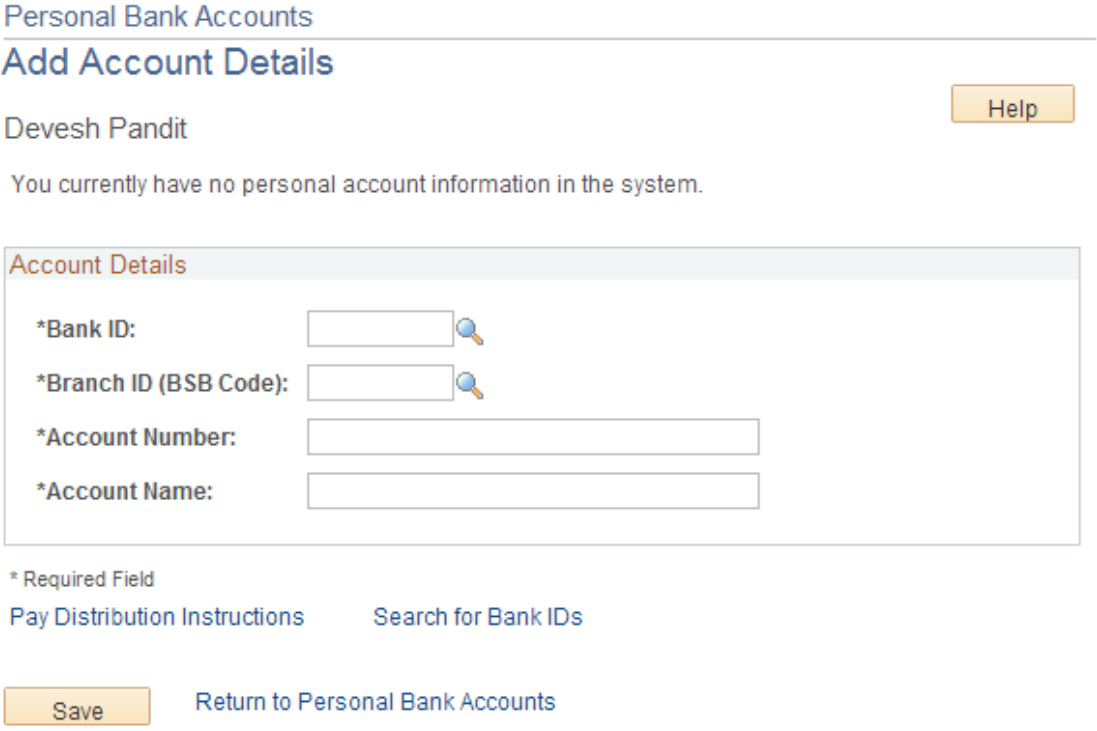
-
- Step 1: Do item 1. Add a new bank account.
 - Step 2: Do item 2. Add a new pay distribution instruction, associated with the new bank account. The Percent or Amount value of this account is the portion of the pay that you want it to go into this account.
 - Step 3: Check to make sure on the primary 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](#)

Step	Action
1.1	<p>a) If you do not have any existing bank account, a screen similar to the one below will be displayed:</p>  <p>b) If you have an existing bank account, a screen similar to the one below will be displayed:</p> 
1.2	<p>Click the Add a New Account button.</p> 
1.3	<p>a) If this is the first bank account you are adding in (i.e. you do not have any</p>

Step	Action
	<p>existing bank account), a screen similar to the one below will be displayed:</p>  <p>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:</p>

Step	Action
	<p>Personal Bank Accounts</p> <h2>Add Account Details</h2> <p style="text-align: right;">Help</p> <p>Devesh Pandit</p> <p>All fields are required. If you do not know the Bank ID and Bank Branch ID, use the "Search for Bank Accounts" link or contact your bank for this information. If you need further help, please contact your local Human Resources representative for assistance.</p> <p>Bank ID: First 3 digits of BSB Code Bank Branch ID (BSB Code): Maximum 6 digits Account Number: Maximum 9 digits Account Name: First Name Surname</p> <div> <h3>Account Details</h3> <p>*Bank ID: <input type="text"/> </p> <p>*Branch ID (BSB Code): <input type="text"/> </p> <p>*Account Number: <input type="text"/></p> <p>*Account Name: <input type="text"/></p> </div> <p>* Required Field</p> <p>Pay Distribution Instructions Search for Bank IDs</p> <p>Save Return to Personal Bank Accounts</p> <p>In Account Details section:</p> <ul style="list-style-type: none"> 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 <i>note: maximum 9 digits</i>. Account Name: Enter your account name which should be the name registered in your bank account.
1.4	Your screen should now look similar to the one below:


Step	Action
	<p>Personal Bank Accounts</p> <h3>Add Account Details</h3> <p>Devesh Pandit Help</p> <p>You currently have no personal account information in the system.</p> <div> <p>Account Details</p> <p>*Bank ID: <input type="text" value="105"/>  Bank of SA</p> <p>*Branch ID (BSB Code): <input type="text" value="105001"/>  Port Adelaide</p> <p>*Account Number: <input type="text" value="1234567"/></p> <p>*Account Name: <input type="text" value="Mr D. Pandit"/></p> </div> <p>* Required Field</p> <p>Pay Distribution Instructions Search for Bank IDs</p> <p>Save Return to Personal Bank Accounts</p>
1.5	<p>Click the Save button.</p> <p>Save</p>
1.6	<p>A screen similar to the one below will be displayed:</p> <p>Personal Bank Accounts</p> <h3>Confirmation</h3> <p>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.</p> <p>OK Cancel</p>
1.7	<p>Click the OK button.</p> <p>OK</p>
1.8	<p>A screen similar to the one below will be displayed:</p> <p>Personal Bank Accounts</p> <h3>Save Confirmation</h3> <p> The Save was successful.</p> <p>OK</p>

Step	Action																									
1.9	<p>Click the OK button.</p> <div><div>OK</div></div>																									
1.10	<p>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:</p> <div><div>Devesh Pandit</div><div>Help</div><div>Personal Bank Accounts</div><div>Personal Bank Account Summary</div><table><tr><th>Bank Name</th><th>Account Name</th><th>Account Number</th><th></th><th></th></tr><tr><td>Bank of SA - Port Adelaide</td><td>Mr D. Pandit</td><td>1234567</td><td><div>Edit</div></td><td><div>Delete</div></td></tr></table><div><div>Add a New Account</div></div><div>Go to Pay Distribution Instructions</div></div> <p>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:</p> <div><div>Devesh Pandit</div><div>Help</div><div>Personal Bank Accounts</div><div>Personal Bank Account Summary</div><table><tr><th>Bank Name</th><th>Account Name</th><th>Account Number</th><th></th><th></th></tr><tr><td>Anz Trading Bank - Nsw & Act - Sydney (Centrepont)</td><td>Mr D. and Mrs A. Pandit</td><td>1234567</td><td><div>Edit</div></td><td><div>Delete</div></td></tr><tr><td>Bank of SA - Port Adelaide</td><td>Mr D. Pandit</td><td>1234567</td><td><div>Edit</div></td><td><div>Delete</div></td></tr></table><div><div>Add a New Account</div></div><div>Go to Pay Distribution Instructions</div></div>	Bank Name	Account Name	Account Number			Bank of SA - Port Adelaide	Mr D. Pandit	1234567	<div>Edit</div>	<div>Delete</div>	Bank Name	Account Name	Account Number			Anz Trading Bank - Nsw & Act - Sydney (Centrepont)	Mr D. and Mrs A. Pandit	1234567	<div>Edit</div>	<div>Delete</div>	Bank of SA - Port Adelaide	Mr D. Pandit	1234567	<div>Edit</div>	<div>Delete</div>
Bank Name	Account Name	Account Number																								
Bank of SA - Port Adelaide	Mr D. Pandit	1234567	<div>Edit</div>	<div>Delete</div>																						
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Bank of SA - Port Adelaide	Mr D. Pandit	1234567	<div>Edit</div>	<div>Delete</div>																						
1.11	<p>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:</p> <div><div></div><div><div>Thu 19/02/2015 3:23 PM</div><div>U5651346@anu.edu.au</div><div>Your employee bank account details have been changed</div></div><div>To Donna Pham</div><div>Devesh Pandit</div><p>This email is to confirm that you have made changes to your "Personal Bank Accounts" in HORUS Self Service Banking.</p><p>If you did not request this change you should contact the HR Systems Helpdesk immediately.</p><p>You can reach the HR Systems Helpdesk by phone 612 59622 or email hr.help@anu.edu.au</p><div>Regards, HRS Helpdesk</div></div>																									
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	<p>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:</p> <div><div><div>Favourites » Main Menu » » HORUS » Payroll and Remuneration » Pay Distribution Instructions</div><div><div> Australian National University</div></div></div><div><h2>Pay Distribution Instructions</h2><div>Devesh Pandit ANU Officer 8 (Administration)</div><div>Help</div></div><div><div>Add a New Distribution Instruction</div><div>Go to Personal Bank Accounts</div></div></div> <p>b) If you already have an existing pay distribution instruction, a screen similar to the one below will be displayed:</p> <div><div><div>Pay Distribution Instructions</div><div>Devesh Pandit ANU Officer 8 (Administration)</div><div>Help</div></div><div><table><tr><th>Instance Number</th><th>Payment Method</th><th>Bank Name</th><th>Account Name</th><th>Account Number</th><th>Primary Account</th><th>Partial Allowed</th><th>Amount/Percent</th><th></th><th></th></tr><tr><td>1</td><td>Bank Transfer</td><td>Bank of SA - Port Adelaide</td><td>Mr D. Pandit</td><td>1234567</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>100%</td><td>Edit</td><td>Delete</td></tr></table><div>Add a New Distribution Instruction</div><div>Go to Personal Bank Accounts</div></div></div>	Instance Number	Payment Method	Bank Name	Account Name	Account Number	Primary Account	Partial Allowed	Amount/Percent			1	Bank Transfer	Bank of SA - Port Adelaide	Mr D. Pandit	1234567	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Edit	Delete
Instance Number	Payment Method	Bank Name	Account Name	Account Number	Primary Account	Partial Allowed	Amount/Percent														
1	Bank Transfer	Bank of SA - Port Adelaide	Mr D. Pandit	1234567	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100%	Edit	Delete												
2.2	<p>Click the Add a New Distribution Instruction button:</p> <div><div>Add a New Distribution Instruction</div></div>																				
2.3	<p>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</p>																				

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.

Existing accounts

Bank Name	Account Name	Account Number
Bank of SA - Port Adelaide	Mr D. Pandit	1234567

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.

Existing accounts

Bank Name	Account Name	Account Number
Anz Trading Bank - Nsw & Act - Sydney (Centrepont)	Mr D. and Mrs A. Pandit	1234567
Bank of SA - Port Adelaide	Mr D. Pandit	1234567

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:

[Pay Distribution Instructions](#)**Distribution Instruction Details**[Help](#)

ANU Payroll

Devesh Pandit

ANU Officer 8 (Administration)

Specify your distribution instruction details.

1. You may choose to make your distribution by a Percent OR an Amount.
2. If the Distribution Instructions you set up do not cover all of the pay coming to you, you must choose one of your accounts to hold this remaining pay by checking the "Use for any Remaining Pay" checkbox.
3. If the full amount you are requesting is not available, you can choose to check the "Accept Partial Amount" checkbox or leave it blank to skip this distribution.
4. To use this distribution information as default for all types of payroll, check the "Use Distribution Instructions for ALL Payroll Runs" box.

Bank Name Bank of SA - Port Adelaide

Account Name Mr D. Pandit

Account Number 1234567

Distribution Instruction Details

Distribution Method Bank Transfer

Priority Percent Amount Australian Dollar☒ Use for any Remaining Pay☒ Accept Partial Amount☒ Use Distribution Instructions for ALL Payroll Runs[Return to Pay Distribution Instructions](#)

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

Pay Distribution Instructions

Distribution Instruction Details

Help

ANU Payroll

Devesh Pandit

ANU Officer 8 (Administration)

Specify your distribution instruction details.

1. You may choose to make your distribution by a Percent OR an Amount.
2. If the Distribution Instructions you set up do not cover all of the pay coming to you, you must choose one of your accounts to hold this remaining pay by checking the "Use for any Remaining Pay" checkbox.
3. If the full amount you are requesting is not available, you can choose to check the "Accept Partial Amount" checkbox or leave it blank to skip this distribution.
4. To use this distribution information as default for all types of payroll, check the "Use Distribution Instructions for ALL Payroll Runs" box.

Bank Name Anz Trading Bank - NSW & ACT - Sydney (Centrepont)

Account Name Mr D. and Mrs A. Pandit

Account Number 1234567

Distribution Instruction Details

Distribution Method Bank Transfer

Priority

Percent

Amount Australian Dollar

☐ Use for any Remaining Pay

☒ Accept Partial Amount

☒ Use Distribution Instructions for ALL Payroll Runs

[Return to Personal Bank Accounts](#)

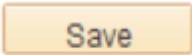
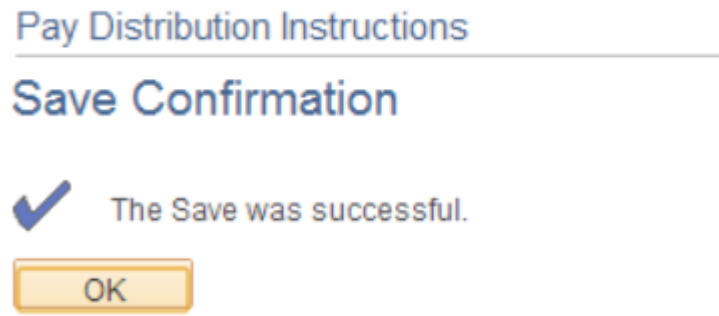
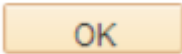
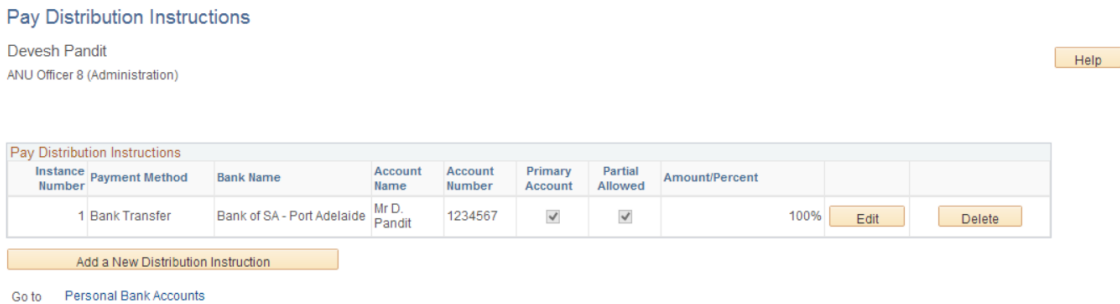
Save

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.

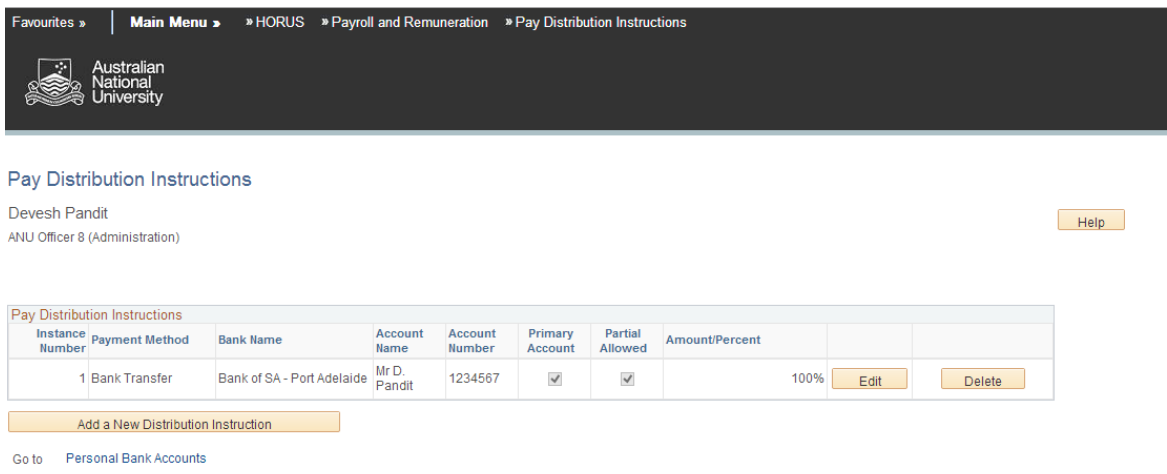
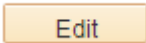
- **Use for any Remaining Pay:** if you only have one bank account in your HRMS record, this checkbox will be ticked by default. If you are adding a pay distribution instruction for an additional bank account, this checkbox will **not** be ticked.
- **Accept Partial Amount:** this checkbox is ticked 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.

	<p>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.</p> <ul style="list-style-type: none"> • Use Distribution Instructions for ALL Payroll Runs: this checkbox is ticked by default. Leave it ticked.
2.6	<p>Click the Save button.</p> 
2.7	<p>The following screen will be displayed:</p> 
2.8	<p>Click the OK button:</p> 
2.9	<p>You are now returned to the Pay Distribution Instructions screen.</p> <p>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:</p>  <p>c) If your new pay distribution instruction is for an additional bank account, a screen similar to the one below will be displayed:</p>

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 this page.

Navigation: [Main Menu](#), [HORUS](#), [Payroll and Remuneration](#), [Pay Distribution Instructions](#)

3.1	<p>A screen similar to the one below will be displayed:</p> 
3.2	<p>Click the Edit button on the account that you wish to update its pay distribution details:</p> 
3.3	<p>A screen similar to the one below will be displayed:</p>

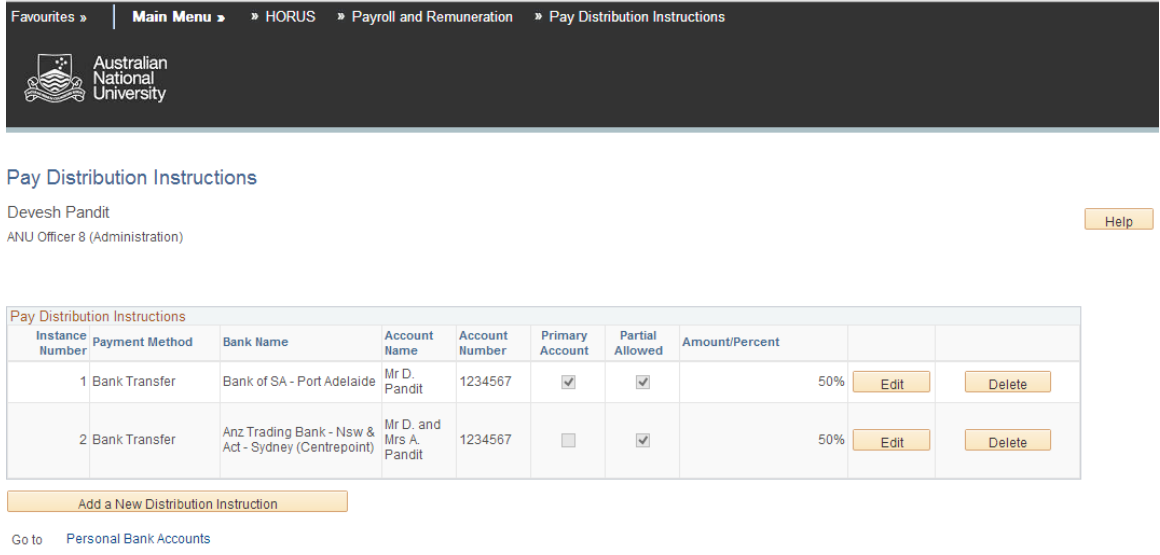
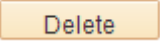

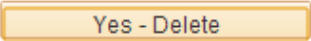
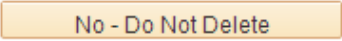
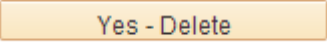
	<p>Pay Distribution Instructions</p> <p>Distribution Instruction Details</p> <p>ANU Payroll</p> <p>Devesh Pandit</p> <p>ANU Officer 8 (Administration)</p> <p>Specify your distribution instruction details.</p> <ol style="list-style-type: none"> You may choose to make your distribution by a Percent OR an Amount. If the Distribution Instructions you set up do not cover all of the pay coming to you, you must choose one of your accounts to hold this remaining pay by checking the "Use for any Remaining Pay" checkbox. If the full amount you are requesting is not available, you can choose to check the "Accept Partial Amount" checkbox or leave it blank to skip this distribution. To use this distribution information as default for all types of payroll, check the "Use Distribution Instructions for ALL Payroll Runs" box. <p>Bank Name Bank of SA - Port Adelaide</p> <p>Account Name Mr D. Pandit</p> <p>Account Number 1234567</p> <div> <p>Distribution Instruction Details</p> <p>Distribution Method Bank Transfer</p> <p>Priority <input type="text" value="1"/></p> <p>Percent <input type="text" value="100.00"/></p> <p>Amount <input type="text"/> Australian Dollar</p> <p><input checked="" type="checkbox"/> Use for any Remaining Pay</p> <p><input checked="" type="checkbox"/> Accept Partial Amount</p> <p><input checked="" type="checkbox"/> Use Distribution Instructions for ALL Payroll Runs</p> </div> <p>Return to Pay Distribution Instructions</p> <p>Save</p>
3.4	<p>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 <input checked="" type="checkbox"/> Use Distribution Instructions for ALL Payroll Runs should be selected at all times.</p> <p>In this example, we change the Percent value from 100 to 50.</p>
3.5	<p>Click the Save button.</p> <p>Save</p>
3.6	<p>The following screen is displayed:</p>

	<div><div>Pay Distribution Instructions</div><div>Save Confirmation</div><div><div><div><div></div></div></div><div>The Save was successful.</div></div><div><div>OK</div></div></div>																				
3.7	<div><div>Click the OK button:</div><div><div>OK</div></div></div>																				
3.8	<div><div>You will be returned to the Pay Distribution Instructions screen:</div><div><div><div>Pay Distribution Instructions</div><div>Devesh Pandit</div><div>ANU Officer 8 (Administration)</div><div>Help</div></div><div><div><div>Pay Distribution Instructions</div><table><tr><th>Instance Number</th><th>Payment Method</th><th>Bank Name</th><th>Account Name</th><th>Account Number</th><th>Primary Account</th><th>Partial Allowed</th><th>Amount/Percent</th><th></th><th></th></tr><tr><td>1</td><td>Bank Transfer</td><td>Bank of SA - Port Adelaide</td><td>Mr D. Pandit</td><td>1234567</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>50%</td><td>Edit</td><td>Delete</td></tr></table><div>Add a New Distribution Instruction</div><div>Go to Personal Bank Accounts</div></div></div></div></div>	Instance Number	Payment Method	Bank Name	Account Name	Account Number	Primary Account	Partial Allowed	Amount/Percent			1	Bank Transfer	Bank of SA - Port Adelaide	Mr D. Pandit	1234567	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	50%	Edit	Delete
Instance Number	Payment Method	Bank Name	Account Name	Account Number	Primary Account	Partial Allowed	Amount/Percent														
1	Bank Transfer	Bank of SA - Port Adelaide	Mr D. Pandit	1234567	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	50%	Edit	Delete												
3.9	<div><div>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:</div><div><div><div><div><div></div></div><div>Thu 19/02/2015 4:08 PM</div><div>U5651346@anu.edu.au</div><div>Your employee pay distribution details have been changed</div></div><div><div>To</div><div>Donna Pham</div></div><div><div>Devesh Pandit</div><div>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.</div><div>If you did not request this change you should contact the HR Systems Helpdesk immediately.</div><div>You can reach the HR Systems Helpdesk by phone 612 59622 or email hr.help@anu.edu.au</div><div>Regards, HRS Helpdesk</div></div></div></div></div>																				
3.10	<div><div>End of procedure.</div></div>																				

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	<p>A screen similar to the one below will be displayed:</p> 
4.2	<p>Click the Delete button on the account that you wish to remove its pay distribution details:</p> 
4.3	<p>The following screen is displayed:</p> <p>Pay Distribution Instructions</p> <h3>Delete Confirmation</h3> <p> Confirm your decision to delete your priority 1 payment instruction for 50%</p> <p> </p> <p>Check to make sure you are deleting the correct pay distribution instruction.</p>
4.4	<p>Click Yes – Delete button:</p> 
4.5	<p>You are now returned to the Pay Distribution Instructions screen:</p>

Pay Distribution Instructions

Devesh Pandit
ANU Officer 8 (Administration)

Help

Pay Distribution Instructions

Instance Number	Payment Method	Bank Name	Account Name	Account Number	Primary Account	Partial Allowed	Amount/Percent		
2	Bank Transfer	Anz Trading Bank - Nsw & Act - Sydney (Centrepoint)	Mr D. and Mrs A. Pandit	1234567	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	50%	Edit	Delete

Add a New Distribution Instruction


Go to Personal Bank Accounts

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:



Mon 23/02/2015 10:54 AM
U5651346@anu.edu.au
Your employee pay distribution details have been changed

To Donna Pham

Devesh Pandit

This email is to confirm that you have made changes to your "Pay Distribution Instructions" in HORUS Self Service Banking at 10:54 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 59622 or email hr.help@anu.edu.au

Regards,
HRS 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](#)

5.1

A screen similar to the one below will be displayed:

Devesh Pandit

Help

Personal Bank Accounts

Personal Bank Account Summary

Bank Name	Account Name	Account Number		
Anz Trading Bank - Nsw & Act - Sydney (Centrepont)	Mr D. and Mrs A. Pandit	1234567	Edit	Delete
Bank of SA - Port Adelaide	Mr D. Pandit	1234567	Edit	Delete

Add a New Account

Go to Pay Distribution Instructions

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

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

5.3

The following screen is displayed:

Personal Bank Accounts

Delete Confirmation

?

Are you sure you want to delete your account details of Name: Mr D. Pandit Number: 1234567 at: Bank of SA - Port Adelaide

Yes - Delete

No - Do Not Delete

Check to make sure you are deleting the correct account.

5.4

Click **Yes – Delete** button:

Yes - Delete

5.5

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

Devesh Pandit

Help

Personal Bank Accounts

Personal Bank Account Summary

Bank Name	Account Name	Account Number		
Anz Trading Bank - Nsw & Act - Sydney (Centrepont)	Mr D. and Mrs A. Pandit	1234567	Edit	Delete

Add a New Account

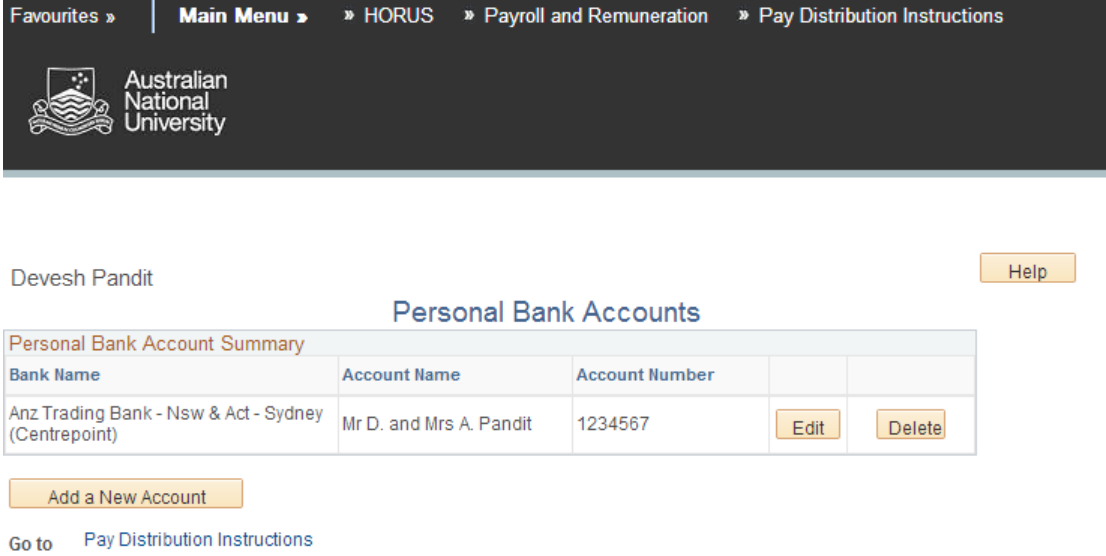

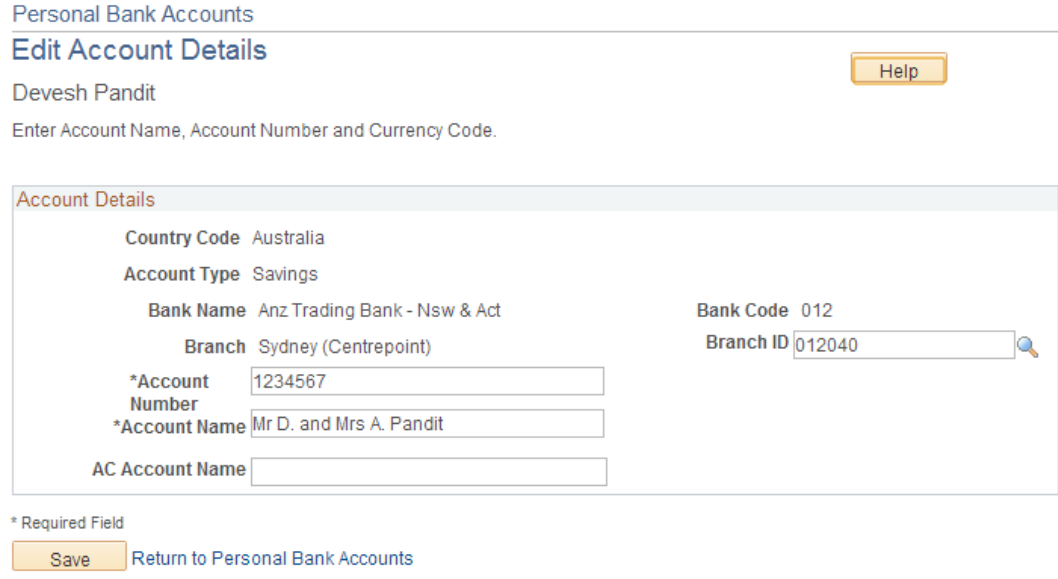
Go to Pay Distribution Instructions


	<p>Note: this message will be shown if you attempted to remove a bank account without removing its associated pay distribution instruction:</p> <div><p>Message</p><p>The account is currently used for Net Distribution (17000,1359)</p><p>An account cannot be inactivated or deleted unless it is removed from all the Net Distribution sets defined for the payee</p><p>OK</p></div>
5.6	End of procedure.


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	<p>A screen similar to the one below will be displayed:</p> 
6.2	<p>Click the Edit button on the bank account that you wish to update the details.</p> 
6.3	<p>A screen similar to the one below will be displayed:</p>  <p>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</p>

	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	<p>In this example, we update the BSB number and Account Name fields:</p> <p>Personal Bank Accounts</p> <p>Edit Account Details Help</p> <p>Devesh Pandit</p> <p>Enter Account Name, Account Number and Currency Code.</p> <div><p>Account Details</p><div><div>Country Code Australia</div><div>Account Type Savings</div><div>Bank Name Anz Trading Bank - Nsw & Act</div><div>Branch</div><div>*Account Number 1234567</div><div>*Account Name D. and A. Pandit</div><div>AC Account Name</div></div><div><div>Bank Code 012</div><div>Branch ID 012022</div></div></div> <p>* Required Field</p> <p>Save Return to Personal Bank Accounts</p>										
6.5	<p>Click the Save button.</p> <p>Save</p>										
6.6	<p>This screen should now be displayed:</p> <p>Personal Bank Accounts</p> <p>Save Confirmation</p> <p> The Save was successful.</p> <p>OK</p>										
6.7	<p>Click the OK button.</p> <p>OK</p>										
6.8	<p>You are now returned to the Personal Bank Accounts screen:</p> <p>Devesh Pandit Help</p> <p>Personal Bank Accounts</p> <div><p>Personal Bank Account Summary</p><table><tr><th>Bank Name</th><th>Account Name</th><th>Account Number</th><th></th><th></th></tr><tr><td>Anz Trading Bank - Nsw & Act</td><td>D. and A. Pandit</td><td>1234567</td><td>Edit</td><td>Delete</td></tr></table><p>Add a New Account</p><p>Go to Pay Distribution Instructions</p></div>	Bank Name	Account Name	Account Number			Anz Trading Bank - Nsw & Act	D. and A. Pandit	1234567	Edit	Delete
Bank Name	Account Name	Account Number									
Anz Trading Bank - Nsw & Act	D. and A. Pandit	1234567	Edit	Delete							
6.9	<p>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:</p>										

	<div><div>Mon 23/02/2015 2:13 PM</div><div>U5651346@anu.edu.au</div><div>Your employee bank account details have been changed</div><div>To Donna Pham</div><div>Devesh Pandit</div><div>This email is to confirm that you have made changes to your “Personal Bank Accounts” in HORUS Self Service Banking.</div><div>If you did not request this change you should contact the HR Systems Helpdesk immediately.</div><div>You can reach the HR Systems Helpdesk by phone 612 59622 or email hr.help@anu.edu.au</div><div>Regards, HRS Helpdesk</div></div>
6.10	End of procedure.