

## How to Guide Updating Your Bank Details in





**Important:** If you require your Bank Details to be updated in time for your next Pay please ensure that you submit a form at least two weeks before the pay day of that month.

1 From your Dayforce "**Hub**" you can change your bank account details (known as "**Direct Deposit**" in Dayforce).

Simply click on "Forms" to start.

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Profile	Time Away List	Attendance (Year at a Glance)	Earnings	Forms	Employee Timesheet	Next pay: in Day	
Balances			Balar	nce Summaries Re	quest New Time Off		
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2.00		232.25		0.00			
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Click "Direct Deposit" to open a new window.



This will bring you to your current information. Click on the arrow at the left to open up the full record.

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	d 🗶 Remov	ve 🔥 Move Up	Move Down			
A						
A	Priority A	Sort Code*	Branch Name	Account Number*	Deposit Type*	Allocation

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To change your bank account, **<u>overtype</u>** your new details in the "**Sort Code**" and "**Account Number**" in the current record.

Similarly, for a building society add your "**Building Society Number**" and "**Account Holder**".

INATIONWIDE BOILDING S		Remainder / Full Ar	nount
Sort Code*	Account Number*		Deposit Type*  ( ) Remainder / Full Amount ( )
Branch Name NATIONWIDE BUILDING SOCI	Account Verified		O Monetary Amount
Building Society Number	Account Holder		
	Sort Code* Branch Name NATIONWIDE BUILDING SOCI Building Society Number	Sort Code* Account Number*  Branch Name Account Verified NATIONWIDE BUILDING SOCI Building Society Number Account Holder	Sort Code*       Account Number*

The details will appear as asterisks so to see what you have typed click on the "**View**" icon, which is shaped like an eye.

	Direct Deposit					3	×
accour	ll be added to your acco nts except your remaind	unts based on the prio er account.	rity you set. Any pay rema	lining will be deposited into y	our remainder account. An	amount is required for all	^
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ble		Branch N	dirite.				
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ms Sa	mple Debit Card Image	Branch N Pending Building	Society Number	Pending Account Holder			

You will notice that the "**Branch Name**" and "**Account Verified**" fields will now show as pending.

Priority Sort Code*			
1 010101	Account Number* 12345678	Deposit Type*	/ Full Amount ⑦
Branch Name Pending	Account Verified Pending	🔿 Monetary A	Reset
Building Society N	umber Account Holder	_	

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You can now select "**Save Draft**" or "**Print**" at this stage. Or once you are satisfied that the details are correct you can "**Submit**".



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This will return you to your "**Forms**" page where you will see a "**Pending**" marker as <u>Payroll will approve this form</u>.

You can check the progress by returning here and viewing the status in the drop down menu in the "**My Form Submissions**" area.

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Available Search Forms 7 Results T Em	e Forms ployee Information (3) • Contact Details
Available Search Forms 7 Results M Em	e Forms ployee Information (3) Contact Details Emergency Contacts

You have now successfully updated your Bank Details in Dayforce

If you have any questions please contact your HR team

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