

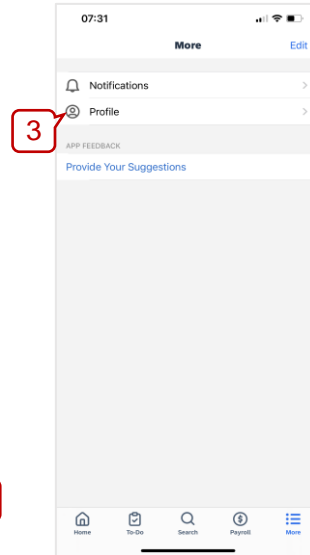
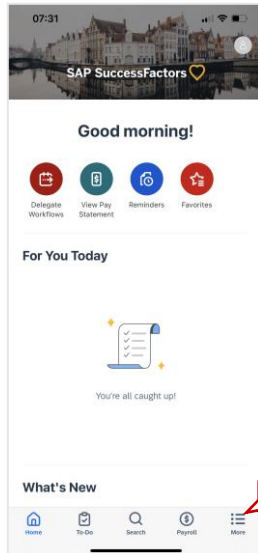
Updating your bank details

You can update your bank details through My Profile. Changes are shown based on the effective date, not the date you made the change.

1. Open **SAP SuccessFactors** on your mobile device.

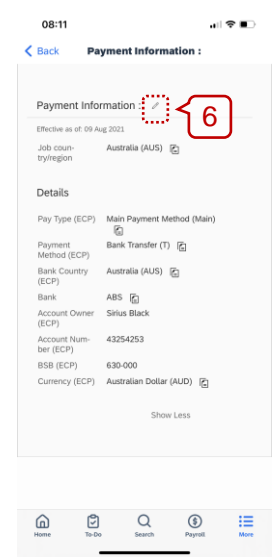
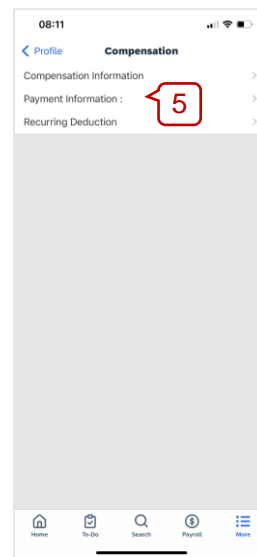
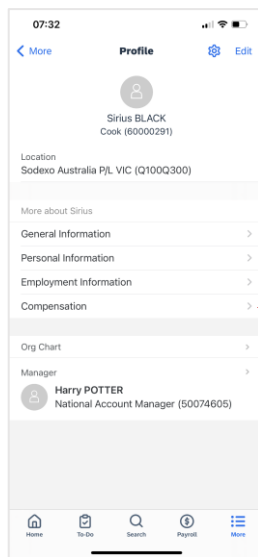


2. Tap **More**
3. Tap **Profile**

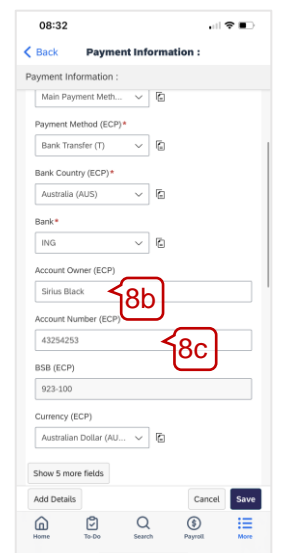
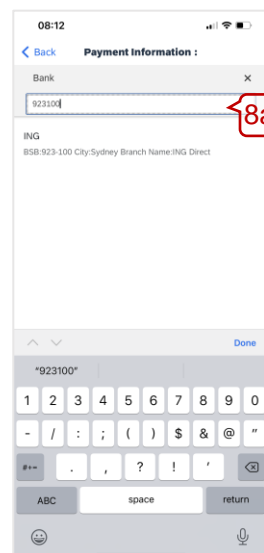
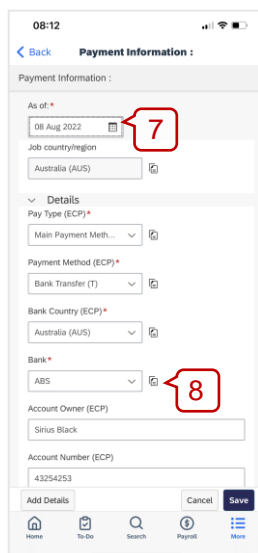


Your employee profile will display

4. Tap **Compensation** and then...
5. **Payment Information** and then...
6. Tap the **Edit** icon.



7. Select the **date** the changes will take effect from. Changes effective today will be effective in the next pay run.
8. To update your bank details:
 - a) Tap the **Bank** field to enter your BSB and select from the list.
 - b) Update the **Account Name** if relevant
 - c) Update the **Account Number**



SmartPay Training – SAP SuccessFactors Mobile App

9. To add an additional bank account:

- a) Tap **Add Details**
- b) Select **Pay Type: Other**

10. Enter bank details:

- a) Tap the **Bank** field to enter your BSB and select from the list.
- b) Update the **Account Name** if relevant
- c) Update the **Account Number**

11. Tap **Show 5 more fields**

12. Enter either an **amount** or a **percent** that you would like put into this secondary account from your pay. The remaining amount will be paid via the Main Payment Method.

08:32

Payment Information :

Main Payment Meth... [icon]

Payment Method (ECP)*
Bank Transfer (T) [icon]

Bank Country (ECP)*
Australia (AUS) [icon]

Bank*
ING [icon]

Account Owner (ECP)
Sirius Black

Account Number (ECP)
43254253

BSB (ECP)
923-100

Currency (ECP)
Australian Dollar (AU... [icon]

Show 5 more fields

Add Details [9a] Cancel Save

08:14

Payment Information :

Other (Other) [9b]

Payment Method (ECP)*
Bank Transfer (T) [icon]

Bank Country (ECP)*
Australia (AUS) [icon]

Bank*
MET [9b]

Account Owner (ECP)
Sirius Black

Account Number (ECP)
11223344

BSB (ECP)
484-799

Currency (ECP)
Australian Dollar (AU... [icon]

Show 5 more fields [11] Cancel Save

08:14

Payment Information :

BSB (ECP)
484-799

Currency (ECP)
Australian Dollar (AU... [icon]

Amount (ECP) [12]
200

Percent (ECP)

Show 5 fewer fields

Add Details Cancel Save

Done

"200"

1 2 3 4 5 6 7 8 9 0

- / : ; () \$ & @ "

+ . , ? ! ' ' <

ABC space return

13. Once you have updated your details, tap **Save**.

Your bank details will be updated.

08:44

Payment Information :

Australia (AUS) [icon]

Bank*
MET [icon]

Account Owner (ECP)
Sirius Black

Account Number (ECP)
11223344

BSB (ECP)
484-799

Currency (ECP)
Australian Dollar (AU... [icon]

Amount (ECP)
200

Percent (ECP)

Show 5 fewer fields

Add Details Cancel Save [13]