

### 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.

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

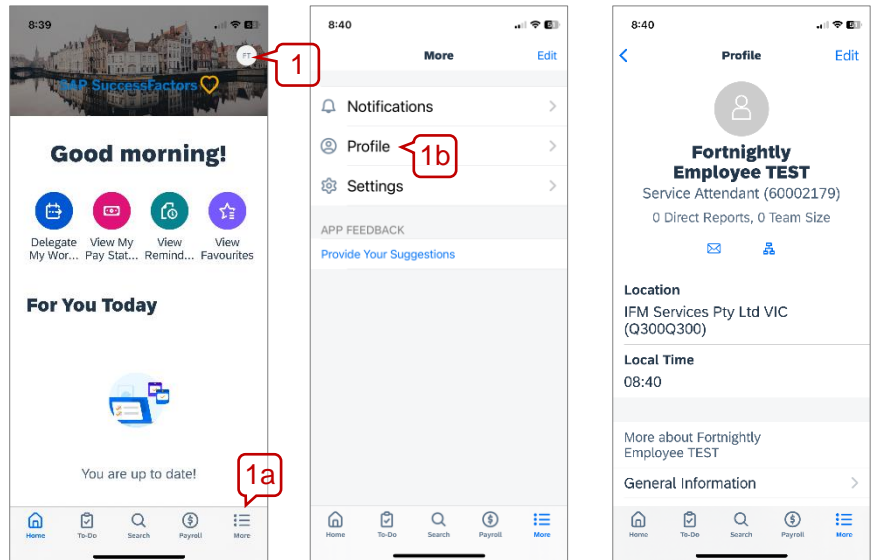


1. Tap the **Profile** icon in the top-right to quickly access your profile.

Alternatively,

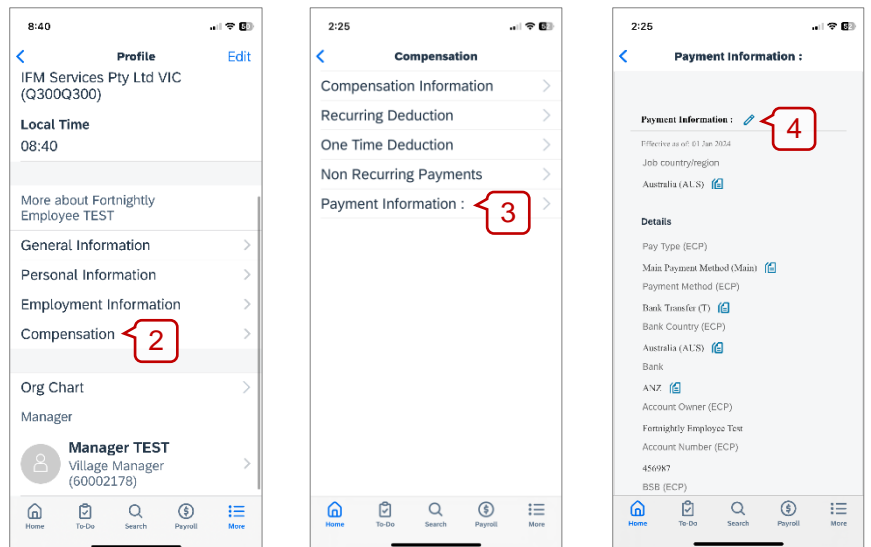
- a) Tap **More**, and then
- b) Tap **Profile**.

Your employee profile will display.



You may need to scroll down to see your options:

2. Tap **Compensation** and then...
3. **Payment Information** and then...
4. Tap the **Edit** icon.



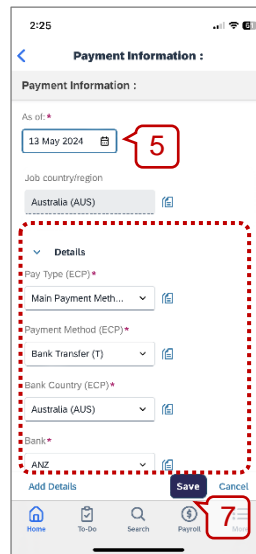
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5. Select the **As of** date the changes will take effect from.  
*Changes effective today will be effective in the next pay run.*

6. Then update your bank details:

Tap the **Bank** field to enter your BSB and select from the list, and then update all other relevant details such as **Account Name** and **Account Number**.

7. Tap **Save**.



### To add an additional bank account:

8. Tap **Add Details**.

9. Select **Pay Type: Other**.

Enter Bank & Account details:

10. Tap the **Bank** field to enter your BSB and select from the list.

11. Enter the **Account Owner** name.

12. Enter the **Account Number**.

13. Select **Currency: AUD**.

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

15. Tap **Save**.

