

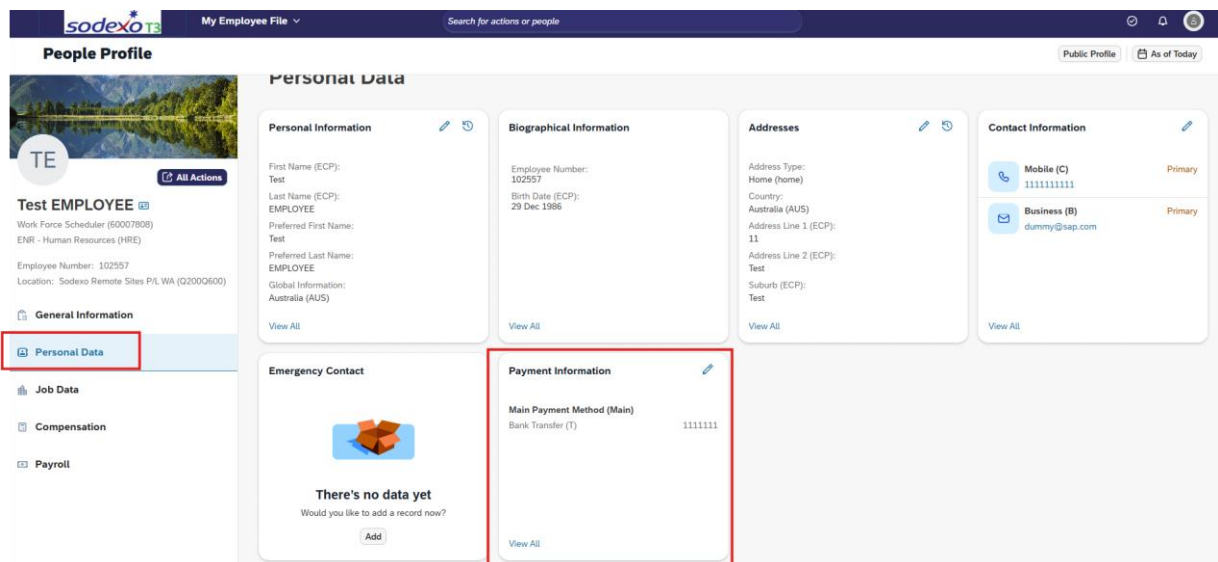
Updating bank details

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

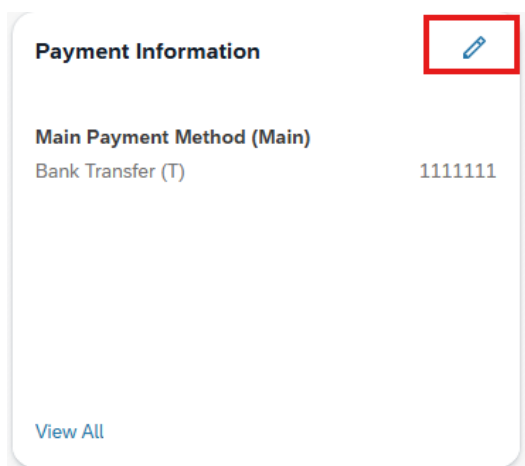
As an Administrator, you can make changes to employee details when required. You will need to access the employee profile by searching for the employee in the global search or org chart.

To add a new bank account, you will need to:

1. Navigate to **View My Profile** from the 'Quick Actions' section on your homepage.
2. Navigate to the **Personal Data Menu > Payment Information** section.



3. Click the **Edit** icon, which will open the Payment Information pop up - allowing you to make changes.



4. Select the **date** you would like the changes to take effect from. It will default to today's date.

Note: Changes effective today will be effective the next available pay run. Fortnightly paid employees need to have bank details updated by Friday before pay day for it to be effective in the current pay. Monthly paid employees need to have bank details updated by the 18th of the current month.

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5. Update your existing bank details:

- Enter your BSB into the **Bank** field and select the relevant Bank and Branch. This will automatically populate the **BSB** field.
- Enter the **Account Owner** and **Account Number**.

Payment Information :

When should these changes take effect? *

20 Aug 2026

Job country/region

Australia (AUS)

Details

Pay Type (ECP) *

Main Payment Metho...

Payment Method (ECP) *

Bank Transfer (T)

Bank Country (ECP) *

Australia (AUS)

Bank *

ABS

Account Owner (ECP) *

Test Employee

Account Number (ECP) *

1111111

BSB (ECP)

630-000

Save

Cancel

6. You can also add an additional bank account/s if you'd like your pay to go to multiple bank accounts.

Note: you must always have a Main Payment Method entered, any subsequent accounts must have a pay type of Other.

- Click **Add Details** (in the bottom-left).
- Select **Other** from **Pay Type**.
 - Bank Transfer** will auto-populate into the **Payment Method** field.
 - Australia** will auto-populate into the **Bank Country** field – change if required.
- Enter your bank details:
 - Enter your BSB into the **Bank** field and select the relevant Bank and Branch. This will automatically populate the **BSB** field.
 - Enter the **Account Owner** and **Account Number**.
- Select the **Currency**.



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- e. You now have the option of choosing whether you would like to be paid a specific amount, or a percentage amount into your secondary account. The remaining amount will be paid via the Main Payment Method. Therefore, either:
 - Enter the **Amount** field, or
 - Enter the **Percent** field.
7. Once you have updated your details, click **Save**.
8. Your bank details will be updated.