



Introduction

This guide describes how to add or update Personal Bank Details in SSO.

2. Complete the mandatory fields marked * (greyed out fields are auto-populated) and 'Save'. Your 'Account Name' is the name the bank account is in (usually your own name), not the type of bank account eg. Smart Saver.

Cancel Bank Accounts Save

Bank Details

Status Active

Income Operations Services *BSB 484799

*Account Number 154451321

*Account Name Joe Citizen

Australian Dollar *Currency Code AUD Australia

Add a new Payment Instruction :

Ensure an active bank account is recorded. An active payment distribution must be recorded for each position/role to enable payment of your salary.

1. Click on 'Add a New Payment Instruction'

Bank Accounts

You have not provided any Bank Accounts.

Add a New Account

Department	Job Title	Activity	Supervisor	Job Record	Distribution
ECMS Student Services	Casual Employee (Part Staff)	Succeed@Adelaide		1	X

Payment Distributions

You have not provided any Payment Distribution Instructions. At least one active bank account AND active distribution must be recorded for each position/role to enable payment of your salary.

Add a New Payment Instruction

2. Validate your bank account details and 'Save'

Cancel Payment Distribution Save

Distribution Details

Status Active

Bank Account 123456789 - St. George Bank Ltd

Branch Name Sydney - NSW

Use for any Remaining Pay Yes

