

Changing your Bank Details using **Employee Self Service**

1. Click here for the detailed guide which will include screenshots.

NHS

2. Click here to access the quick guide.

Detailed Guide

- 1. Access ESR using the following:
- ESR app on the Intranet. •
- ESR The Internet link is http://my.esr.nhs.uk. •
- The SaTH App from a mobile or tablet device nttp://tiny.cc/sathnhs •
- The My ESR app from a mobile or tablet device •
- 2. Login to ESR using your Username and Password.



3. You will be directed to your Portal Page.







4. Click the My Pay & Rewards and Bank Account in my Pages. Note – if you have more than one Assignment, select one and press Next



5. On the Manage Payroll Payments: Define Payments, select the Update button.

= My Pay & Rewards			Q 🏫 Search Home	★ 🔅 Logged Favorites Settings	In As 506TRAIN13 ? U
Manage Payroll Payments: Define Payments					Cance <u>I</u> Submit
Employ Employee	ree Name Leese13, Vivian 9 Number 20008264				
Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change. * Indicates required field					
Employee Payments for Next Payroll Period					
Add Bank Payment					
Amount Type	Amount (E)	Priority	Details	Delete	Update
	Remaining Pay	1		<u> </u>	1

6. Update the amended details to either Account Name, Account Number and Sort Code, checking for accuracy and the select Apply.

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Bank Payment Details							Cance	Appi	ŀγ
Employee Name Leese13, Vivian Employee Number 20008264								<u> </u>	
* Indicates required field GTIP This system is used to handle any pay remaining after all other payments have been made. GTIP The system is used to handle any pay remaining after all other payments have been made. GTIP Please take care to ensure that you enter all information correctly, and that any new or updated information payroll department for advice. Payment Method 508 Monthly BACS	red in time for the next payroll pay date. Entering incorrect information or updates after the payroll	has be	een proce	issed may res	ult in paym	nent delays. If you are in any doubt	please co	ntact your	
* Account N	VLEESE 00123456								
Sort	102030 ₃ Q								
Bank	102030 BANK OF ENGLAND								
E Bid Society Account N	National Savings & Investments,Lyth								

7. Select Submit. To navigate back select the Portal icon.





<u>Quick Guide</u>

- 1. Access ESR from the Intranet page in <u>My Applications</u>, via the internet link <u>http://my.esr.nhs.uk</u>, The SaTH App from a mobile or tablet device http://tiny.cc/sathnhs or, the My ESR app from a mobile or tablet device
- 2. Login to ESR using your Username and Password.
- 3. You will be directed to your Portal Page.
- 4. My Pages / My Pay & Rewards and select Bank Account.
- 5. If you have more than one assignment select Next.
- 6. Select Update button.
- 7. Update account details (name, number, sort code) then select Apply.
- 8. Select Submit.

