



Employee Dashboard – Delt Mini Guide

Employee Dashboard – Update Bank Details

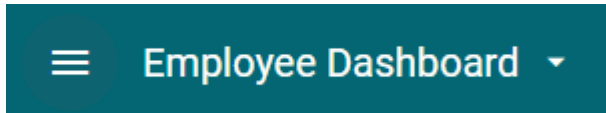
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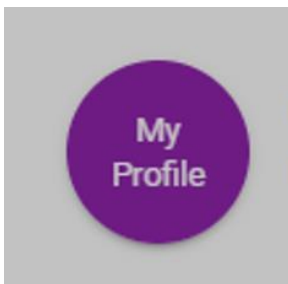
1. Employee updates their Bank Details

Employee needs to update their bank details.

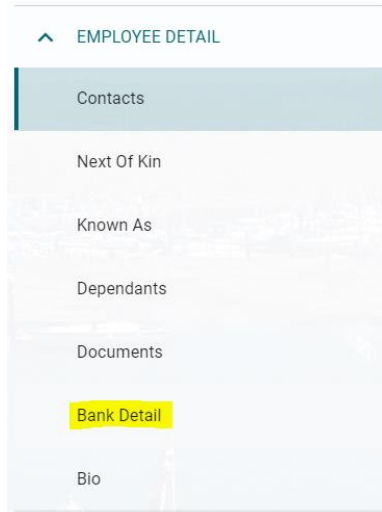
- Employee should navigate to their Employee Dashboard



- Click on the 'My Profile' button

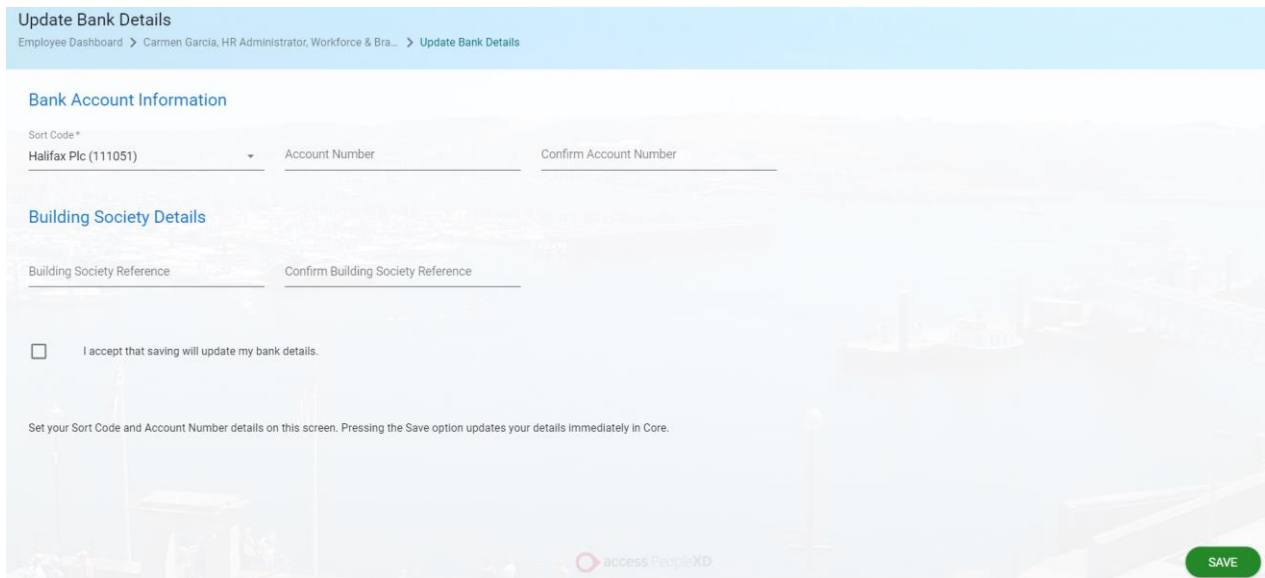


- Under the Employee Details section, you should scroll down and select 'Bank Details'



- On the right-hand side of the screen, you will see the most recent bank details held against your profile. To update this, click on the Update button and amend the following fields
 - Sort Code – Please start to type either the sort code or the name of the Bank/Building Society and automatically a list will appear of matching Bank/Building Society's for you to choose from
 - Enter your Account Number
 - Confirm Account Number
 - Building Society Reference (if applicable)

- Confirm Building Society Reference (if applicable)
- Tick the Button to confirm the statement 'I accept that saving, will update my Bank Details.'
- Click the Save Button

A screenshot of a web form titled 'Update Bank Details'. The breadcrumb trail shows 'Employee Dashboard > Carmen Garcia, HR Administrator, Workforce & Bra... > Update Bank Details'. The form is divided into two main sections: 'Bank Account Information' and 'Building Society Details'. Under 'Bank Account Information', there are three input fields: 'Sort Code*' with a dropdown menu showing 'Halifax Plc (111051)', 'Account Number', and 'Confirm Account Number'. Under 'Building Society Details', there are two input fields: 'Building Society Reference' and 'Confirm Building Society Reference'. Below these fields is a checkbox with the text 'I accept that saving will update my bank details.' At the bottom of the form, there is a green 'SAVE' button. A footer note reads: 'Set your Sort Code and Account Number details on this screen. Pressing the Save option updates your details immediately in Core.' The 'access PeopleXD' logo is visible in the bottom right corner of the form area.

Please note that once you have updated your bank details, you will receive a notification from donotreply@corehr.com advising that the change has been made. A message will also be sent to the Delt Payroll Control Team who will make contact with you if you have made the change too late to effect the months' pay.