Employee Dashboard – Delt Mini Guide

Employee Dashboard – Update Bank Details

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Author: Carmen Garcia

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
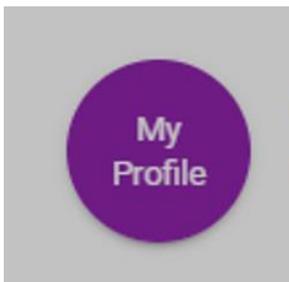
- Under the Employee Details section, you should scroll down and select 'Bank Details'
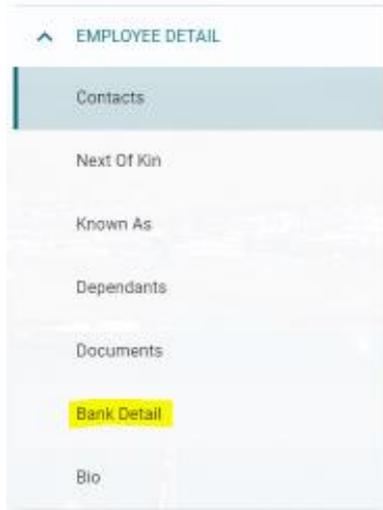
- On the right-hand side of the screen, you will see the most recent bank details held against your profile. To update this, click on the Update button and amend the following fields
    - Sort Code – Please start to type either the sort code or the name of the Bank/Building Society and automatically 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

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 affect the months' pay.