



## Employee Dashboard – Delt Mini Guide

### Employee Dashboard – Update Bank Details

31/01/2024

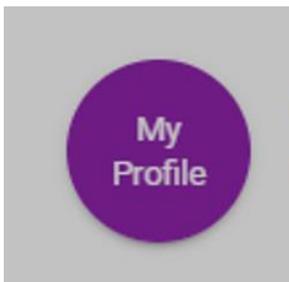
## 1. Employee updates their Bank Details

Employee needs to update their bank details.

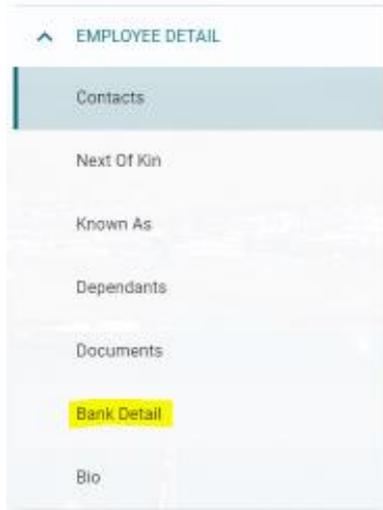
- Employee should navigate to their Employee Dashboard



- Click on the 'My Profile' button

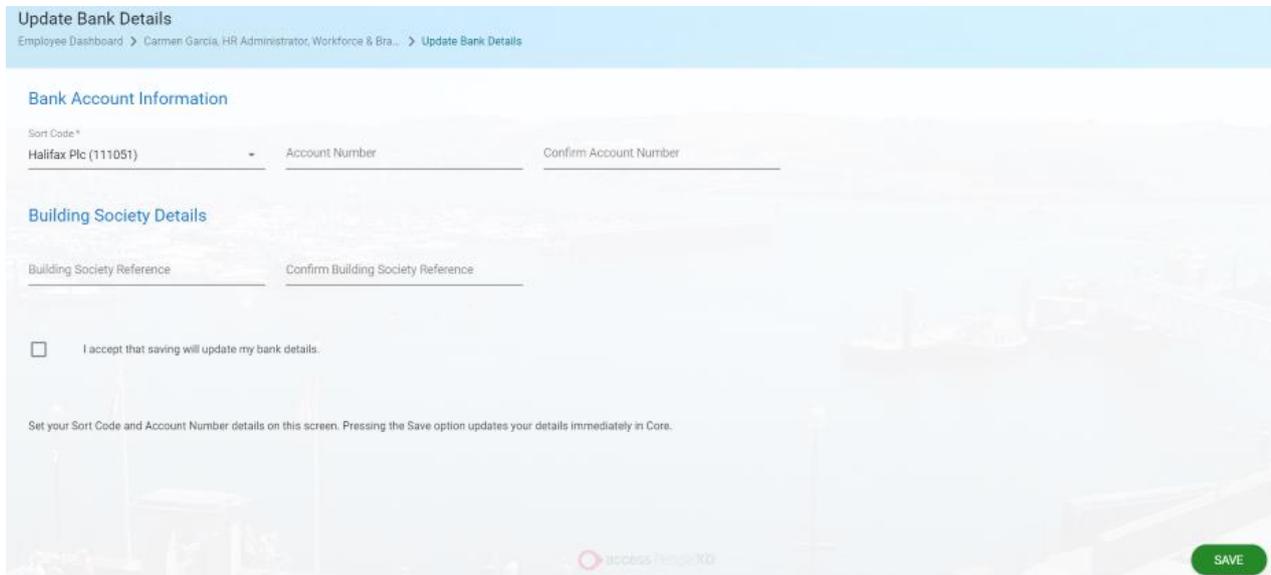


- Under the Employee Details section, you should scroll down and select 'Bank Details'



- 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 form is set against a light blue background with a faint image of a city skyline. It contains two main sections: 'Bank Account Information' and 'Building Society Details'. The 'Bank Account Information' section has three input fields: 'Sort Code\*' with a dropdown menu showing 'Halifax Plc (111051)', 'Account Number', and 'Confirm Account Number'. The 'Building Society Details' section has two input fields: 'Building Society Reference' and 'Confirm Building Society Reference'. Below these is a checkbox with the text 'I accept that saving will update my bank details.' At the bottom of the form, there is a small note: 'Set your Sort Code and Account Number details on this screen. Pressing the Save option updates your details immediately in Core.' and a green 'SAVE' button. A 'Log out' link is visible in the bottom right corner.

**Please note that once you have updated your bank details, you will receive a notification from [donotreply@corehr.com](mailto: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.**