



My Details: Bank Details

Applicable to the following Staff Groups:

- ✓ University of Nottingham staff
- ✓ University of Nottingham casuals / associates
- ✓ Non University of Nottingham staff (e.g. Unitemps, Nottingham Scientific Ltd)

This contains details of your Bank Account where your salary will be paid into.

- Any change made will be subject to authorisation by Payroll Services so your change will not be reflected in MyView immediately.
- You will be sent an email when your change has been approved or rejected.
- These details are mandatory.
- Only the last 4 digits of your Account Number are displayed to you.



Information

If you are a **new University of Nottingham staff**, you **MUST** complete the Bank Details and Tax Form provided with your Contract of Employment, your manager must sign it and you should then send it to Payroll Services. **Please note that completing your Bank Details in MyView will not result in your salary being paid – only when the form is received in Payroll Services will your salary be paid.**

How Do I Submit a Change to this Data?

1. To ensure you are paid into your new bank account, all changes must be submitted in MyView before the 14th of each month. Failure to do this might result in your salary being paid into the old bank account. If you are unsure about when to submit your change, please contact Payroll@nottingham.ac.uk
2. Select whether this is a Bank Account or Building Society Account:

Bank Type

Bank Account Building Society Account Account Details not available

'Account Details not available' should **not** be selected – this is only applicable for new members of staff whilst Payroll Services process the appropriate documentation.

3. Enter the Sort Code as numbers only:

Sort Code (numbers only)

123456



4. In the unlikely event that the Sort Code does not exist, please email Payroll@nottingham.ac.uk who will then be able to add this.

5. At the end of the Account Number field, click 'Edit':

| | | |
|----------------|----------|-------------------------------------|
| Account Number | ****0591 | <input type="button" value="Edit"/> |
|----------------|----------|-------------------------------------|

6. Enter your New Account Number and then confirm your OLD Account Number:

| | |
|----------------------------|----------------------|
| New Account Number | <input type="text"/> |
| Confirm Old Account Number | <input type="text"/> |

7. If this is a Building Society Account, enter the Roll Number:

| | |
|------------------------------|----------------------|
| Building Society Roll Number | <input type="text"/> |
|------------------------------|----------------------|

8. Check that the details you have entered are correct.

9. Click 'Submit' (bottom, right) to submit your change to Payroll Services for authorisation:

| |
|---------------------------------------|
| <input type="button" value="Submit"/> |
|---------------------------------------|