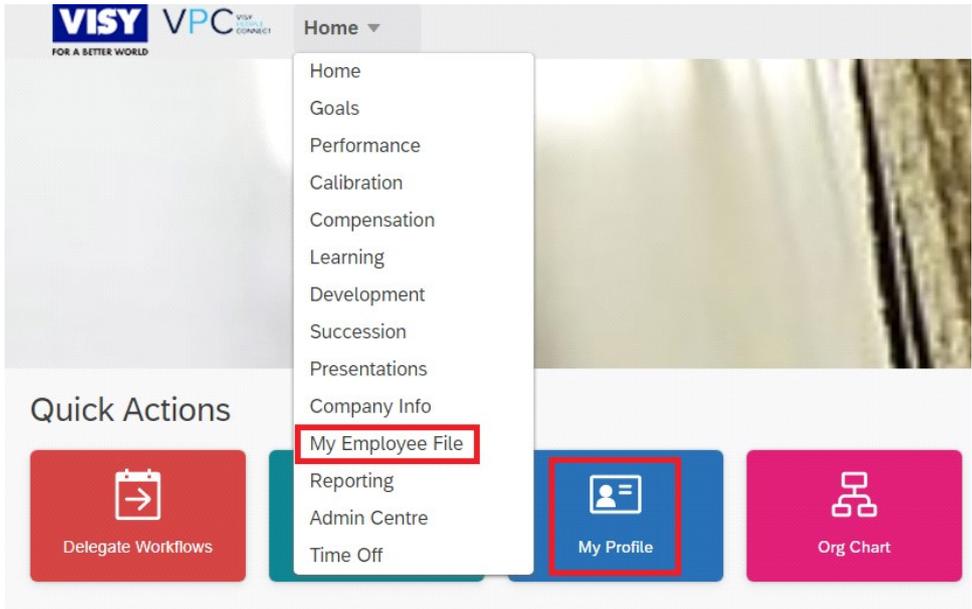
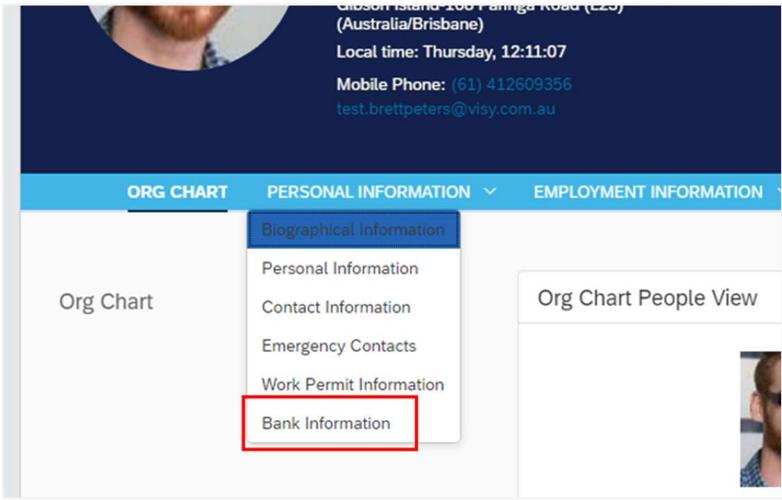
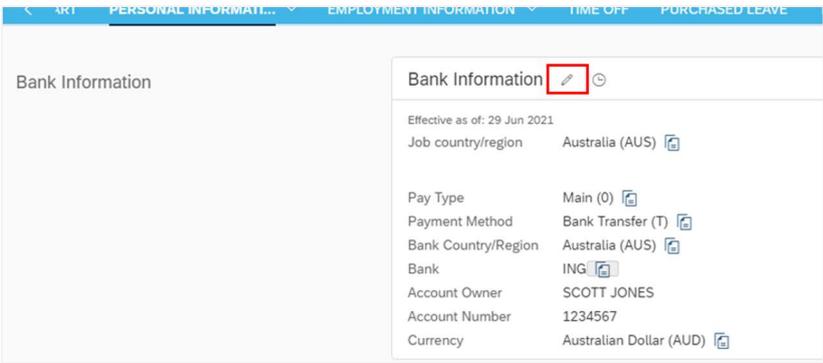
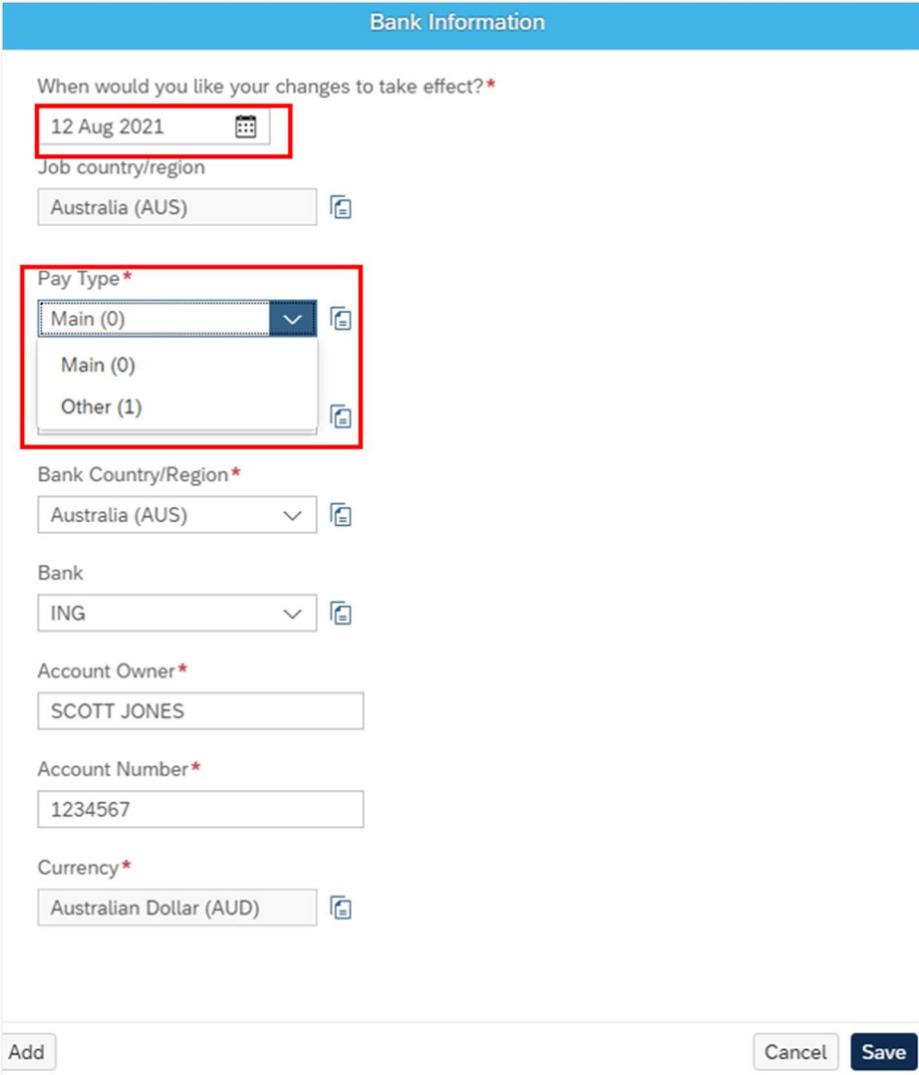


## Quick Reference Guide

### Update Bank Account Details

The purpose of this Quick Reference Guide (QRG) is to outline the steps to follow in VPC to update bank account details.

Step	Screenshot
<p>1. On the VPC home page click the <b>My Profile</b> or from the <b>Home</b> menu choose <b>My Employee File</b>.</p>	
<p>2. From the <b>Personal Information</b> menu, choose <b>Bank Information</b>.</p>	

Step	Screenshot
<p>3. In the Bank Information section, click the pencil icon to edit the details.</p>	
<p>4. The effective date for the changes defaults to the current days date and can be changed if needed.</p> <p><b>Pay Type:</b> this field defaults to Main (O) meaning this is your main bank account. Select the Only option when you are adding a second bank where part of the salary or wage details are paid.</p>	

**Step** **Screenshot**

5. **Payment Method;** defaults to the bank Transfer (T) and should not be changed.

6. Click in the Bank Field and type your BSB number in the format xxx-xxx (see the screenshot for an example). Select the correct bank and branch from the list that appears.

**Note 1:** it is important to enter the BSB correctly and in the right format.

**Note 2:** it is important to enter the BSB correctly and choose the correct option from the list. Any errors may result in wage or salary payments not being received.

**Step** **Screenshot**

7. In the Account Owner field enter the name(s) of the account holders. Enter the Account Number in the field.

Click **Save** to continue.

**Note:** it is important to enter the bank account name and number correctly. Any errors in the bank account name or number may result in wage or salary payments not being received.

8. You receive a confirmation message explaining the changes will be actioned pay period payroll run cycle.

You have completed managing workflow items in VPC.



FOR A BETTER WORLD



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<b>Version</b>	0.1
<b>Version Date</b>	12/08/2021
<b>File</b>	

#### DOCUMENT HISTORY

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<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Details</b>
0.1	12/08/2021	Brett Watson	First draft