

Quick Reference Guide

Update Bank Account Details

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





Step	Screenshot
 In the Bank Information section, click the pencil icon to edit the details. 	CAR PERSONAL INFORMATIL. CARL PERSONAL INFORMATIL. CARL PERSONAL INFORMATIL. CARL PERSONAL INFORMATION TIME OFF PORCHASED LEAVE Bank Information
4. The effective date for the changes defaults to the current days date and can be changed if needed. Pay Type: 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.	Bank Information When would you like your changes to take effect?* 12 Aug 2021 Job country/region Australia (AUS) Pay Type* Main (0) Other (1) Contry/Region* Australia (AUS) Bank NG SCOTT JONES Account Number* 1234567 Currency* Australian Dollar (AUD)



Step	Screenshot
5. Payment Method; defaults to the bank Transfer (T) and should not be changed.	Bank Information Uhen would you like your changes to take effect?* 12 Aug 2021 Do country/region Australia (AUS) Pay Type* Main (0) Payment Method* Bank Transfer (1) Country/Region* Australia (AUS) Fa Australia (AUS) Count Number * 1234567 Currency* Australian Dollar (AUD)
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 <u>choose the</u> <u>correct option from</u> <u>the list.</u> Any errors may result in <u>wage</u> <u>or salary payments</u> <u>not being received.</u>	Add Add </th



Step	Screenshot
 In the Account Owner field enter the name(s) of the account holders. Enter the Account Number in the field. 	Bank Information When would you like your changes to take effect?* 12 Aug 2021 Job country/region Australia (AUS)
Click Save to continue.	Pay Type* Main (0)
Note : it is important to enter the bank account name and number correctly. Any errors in the <u>bank account name</u> <u>or number</u> may result in <u>wage or</u> <u>salary payments not</u> <u>being received.</u>	Payment Method* Bank Transfer (T) Bank Country/Region* Australia (AUS) Fank ING Sank ING Account Owner* SCOTT JONES Account Number* 1234567 Currency* Australian Dollar (AUD)
8. You receive a confirmation message explaining the changes will be actioned pay period payroll run cycle.	Position Information ③ Effective as of: 4 Jan 2021 Position Management Accountant (50009178) Organisation Information Please note the any changes Corporation Pratt Corporate Entity Visy to other pay period Division Recycling - Head Office - QLD (4167) Business Unit Recycling - Head Office - QLD (4167)
You have	completed managing workflow items in VPC.



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DOCUMENT HISTORY

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0.1	12/08/2021	Brett Watson	First draft