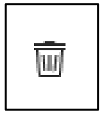
WARWICK

Updating your Bank Details – Quick Guide

1) Click on the **'My Profile'** tile on your SuccessFactors home page and then click on the 'Bank Details' tab at the top of your screen.

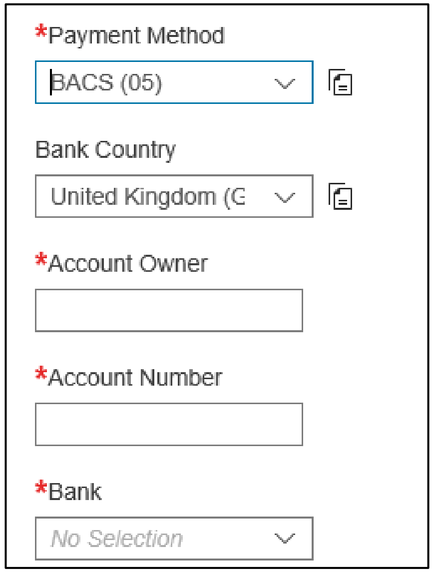
2) Click on the pencil icon to begin editing your details (a pop-up window will appear).

3) Select or enter the date that you want your change of bank details to take effect from (which must be your start date if you are a new starter whose bank details are being recorded for the first time). Please check the [cut-off dates] if you are trying to change your details in time for the next payrun.



4) Click on the rubbish bin icon to delete your old payment details.

5) Click on **'Add payment details'** in the bottom left of the pop-up window.



6) Select **'BACS'** in the **'Payment Method'** field's dropdown list. The **'Bank Country'** will auto-populate with the value of **'United Kingdom'**.

7) Add in the name of the **'Account Owner'** for your bank account and then enter your **'Account Number'**.

8) In the **'Bank'** field, type your sort code. Your bank name will appear for you to select. Doing this will then automatically pre-fill the **'Sort Code'** field, too.

9) Add your **'Building Society Roll Number'** (if you have a building society account only).

10) Click **'Save'**.