TUS

Technological University of the Shannon: Midlands Midwest

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

Human Resources Department

To Update Your Bank Account Details (Pay or Expense)

- Open Core Portal (ESS) via Office 365.
- Click on the round icon on the top right hand side of the screen (this will show your initials or your picture)
- On the drop down menu select "My Profile"

On Employee Detail – Select "Bank Detail"

- You will see your current pay bank account & current expense bank account.
  Your 'pay' bank account is the account your salary is paid into.
  Your 'expense' bank account is the bank account any expense claims are paid into if you have previously claimed any expenses.

- If you wish to update both accounts you will need to do the following for each bank account. Click "Update"

Choose your BIC from the list of available BIC in the drop down menu. Note: if your BIC is not listed, please contact HR.

Type in your IBAN from your bank account. Please ensure to confirm the IBAN is correct by typing it again into the 'Confirm IBAN' text box & hit Save. You will see the below success message:
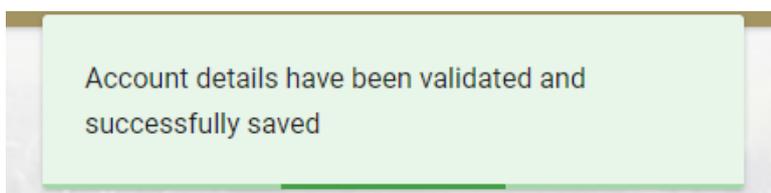
NOTE: If the current payroll has been already processed payment may be sent to your previous bank account. Please retain access to your old bank account until you are happy your payment is being sent to the updated account.

Common Errors:

IBAN invalid, it has failed the MOD 97 check – your IBAN has been mistyped – please check the information you have entered.

IBAN does not match BBAN length – your IBAN is too short or too long – please check the information you have entered.