



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”

Employee Dashboard

Work Week

Mon 21st	Tue 22nd	Wed 23rd	Thu 24th	Fri 25th	Sat 26th
09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	09:00 - 17:00	

My Requests

BOOK TIME OFF ACTIONS

On Employee Detail – Select “Bank Detail”

Employee Dashboard

EMPLOYEE DETAIL

- Contacts
- Next Of Kin
- Known As
- Dependants
- Documents
- Bank Detail**

My Contact Details

Home Email Address

Home Phone No.

Oracle User

- 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"

My Bank Detail

Account Type	Bank Detail	BIC	IBAN	
Expense	Irish Life And Permanent Plc Edm...	[REDACTED]	[REDACTED]	UPDATE
Pay	Irish Life And Permanent Plc Edm...	[REDACTED]	[REDACTED]	UPDATE

Update Bank Details
Employee Dashboard > Update Bank Details

Bank Account Information

BIC*
Irish Life And Permanent Plc

IBAN* _____ Confirm IBAN* _____

I accept that saving will update my bank details.

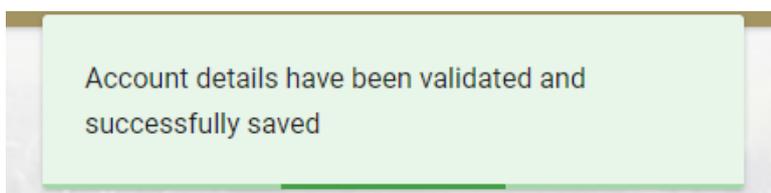
Please ensure the details you are providing are accurate. Bank accounts for pay and expense must be updated separately. Note: If the current payroll has been already processed payment may be sent to your previous bank account. Please retain access to your old bank account until you are happy your payment is being sent to the updated account.

access PeopleXO

SAVE

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.