

ResourceLink MyView Guidance

Changing Bank Details

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carmarthenshire.gov.wales

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County Council



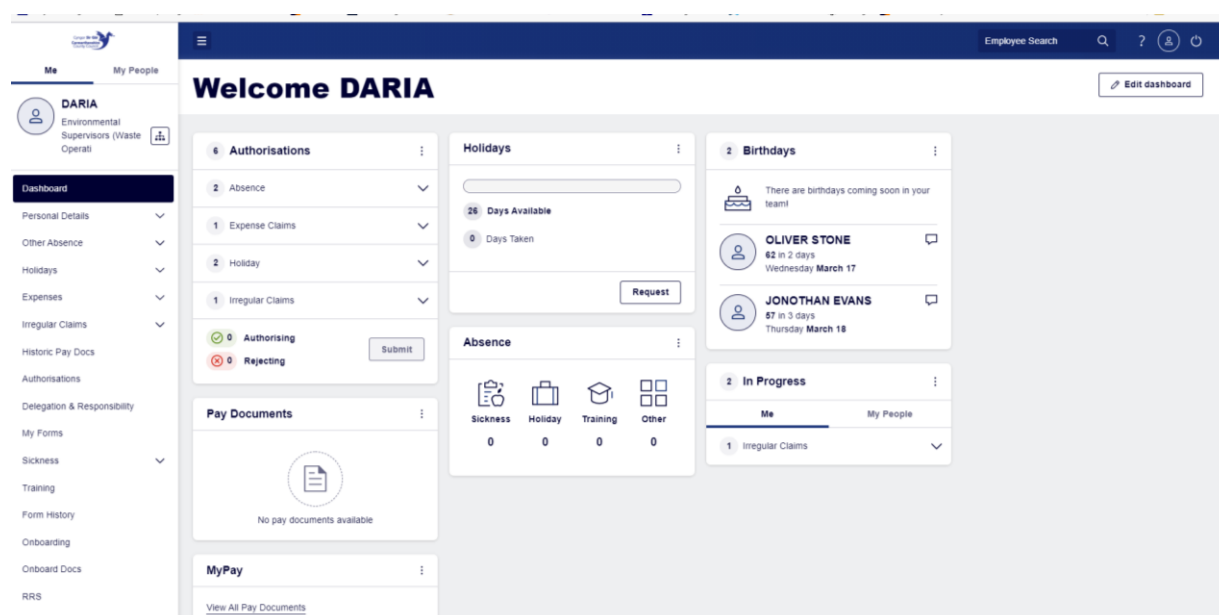
Changing Your Bank Details

MyView self service enables you to independently edit your banking information in the personal details section. This document guides you through the process of changing your details.

Please ensure your details are changed prior to the 10th of the month otherwise payment to the new account is not guaranteed and the old account details will still be in force.

Log in to your MyView account with your username and password. Under **Dashboard** select **Personal Details** and scroll down to **Bank Details**.

NOTE: You can not use copy and paste during this process.



The **only** details on this screen you will need to edit are:

Account Number – Enter your **NEW** bank account number.

Account Number Confirmation - Enter your **OLD** bank account number. i.e. the account number you are changing from. **If you are a new starter please leave this box blank.**

Account Name – Enter your name as it appears on your card.

Account Type - Choose an account type from the drop down box.

Sort Code – Use the numbers only no dashes

Once the sort code is entered the bank address will automatically be populated.

Do not click 'Save' unless you do not wish to action this change immediately. Save will not update your HR/payroll record with your new account details.

Click 'Submit' at the **bottom** of the page to action the change to your HR/payroll record.

Note: You will be asked a second time for your OLD bank details then Click Continue

A screenshot to illustrate the directions given in the text.

the payroll run date, then payment will be sent to your old account.
Any queries, please contact CRPayroll@carmarthenshire.gov.uk

Edit These Details

Account Number: ****7894

Account Name: MS D POLOWSKA

Account Type: Current

Roll Number:

Bank Detail

Sort Code: 309514

Bank Name: Lloyds Tsb Scotland

Branch: LLANELLI (309514)

Address:

Error messages will appear above the account details if any information does not meet the validation checks set in the system. Check your account details and repeat the change details process again.

Please note: The message at the top of the screen instructs you, based on how often you are paid, as to when the best time to change your account details is to ensure that your next pay is credited to you new account details.

If you are changing your bank account details, please make sure that you update your details by the current pay period end date to ensure that you receive your pay for that period into your new account. If you change your details after the payroll period end date, then payment will be sent to your old account.

Any queries, please contact CRPayroll@carmarthenshire.gov.uk

The confirmation value provided does not match the recorded value - please try again.

Should you require any further assistance then please email resourcelink@carmarthenshire.gov.uk quoting your employee number and the reason for your enquiry.