Changing your Bank Details

- You can only make bank detail changes using a SaTH device. If you attempt to make a change and it is connected via the internet an error message will appear below.

> ☞TIP The ability to update your Bank Account details via Self-Service has been temporarily removed as you are accessing through an internet connection. If you wish to amend your details at this time please log in to ESR Self Service on a device that is connected to the NHS Network.

- Please **carefully read and follow** the guides before amending your bank account details. Any errors could result in not receiving payment or a wrongful payment being made.

- We **do not** support the Add Bank Payment process to split bank payments.

- You may experience an Error message if your current payment method is in use. Please try again at a later date.

> ❌ Error
> You cannot update the personal payment method, since future payment processes exist for this payment method

- A general rule would be to complete changes on or before 10th of the month prior to payment for monthly pay or for weekly bank staff no later than 2pm on a Thursday before the payroll is run.

- Any changes to your payment details will only take place for that period if the payroll has not been run. If the payroll has been completed, the changes will not take effect until the next payroll run. If you are unsure of this schedule, please contact the payroll department.

1. Click here for the detailed guide which will include screenshots.

2. Click here to access the quick guide.

Detailed Guide

1. Access ESR using the following:

- ESR app on the Intranet.
- The Internet link is **http://my.esr.nhs.uk.**
- The SaTH App from a mobile or tablet device http://tiny.cc/sathnhs
- The My ESR app from a mobile or tablet device

2. Login to ESR using your Username and Password. ⟶ Log in via Username Password

3. You will be directed to your Portal Page.
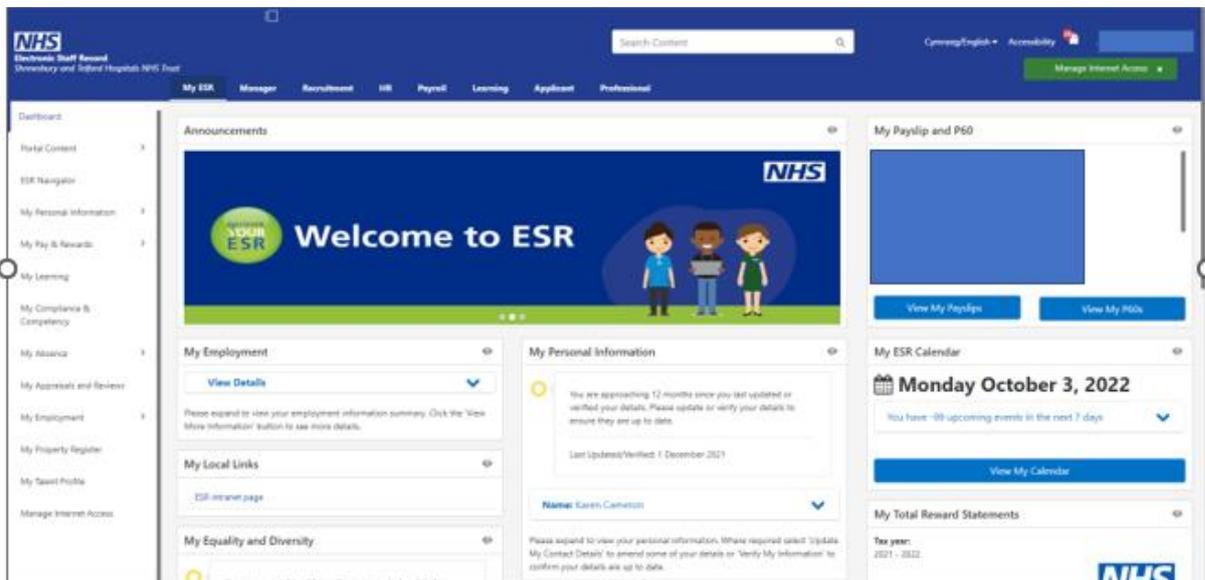
4. Click the My Pay & Rewards and Bank Account in My Pages.
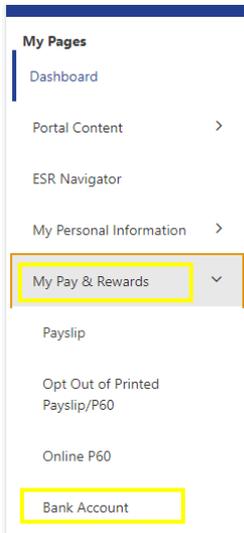
5. Your Primary Assignment (if you have more than one) will be selected, press Next. Manage Payroll Payments: Define Payments select the update button.
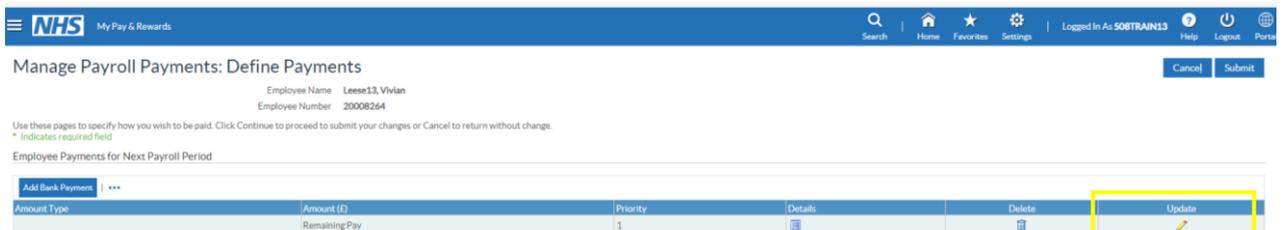
6. Delete the old details from the Account Name and Account Number and then enter the new details. Delete the old details from the Sort Code then click search, enter new details and press go and select. When you have checked for accuracy then click Apply.
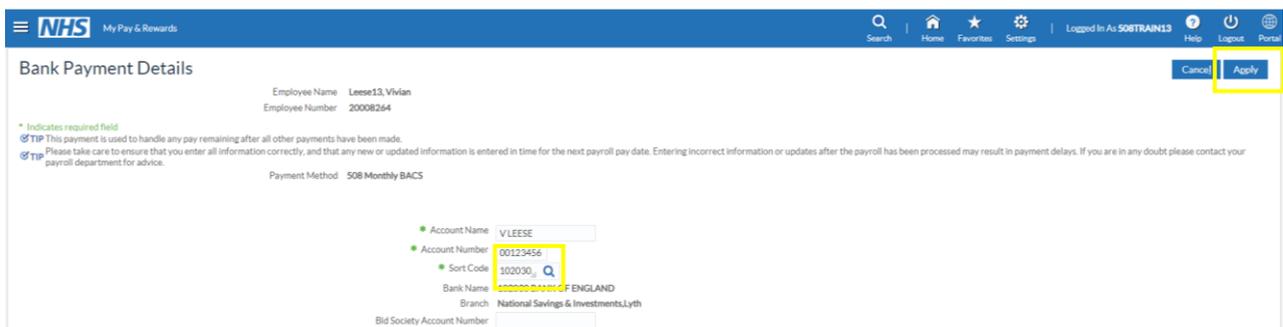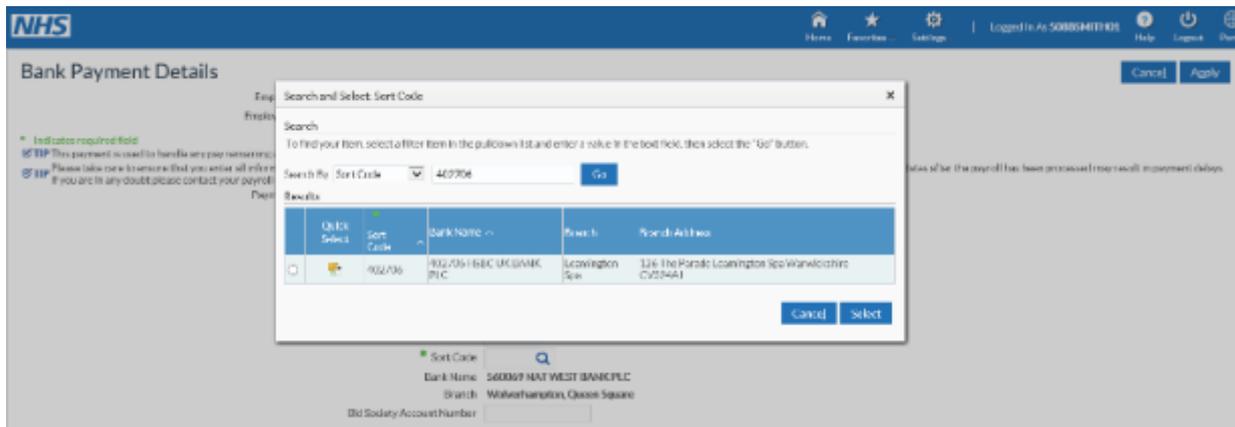
7. Select Submit on Manage Payroll Payments: Define Payments.
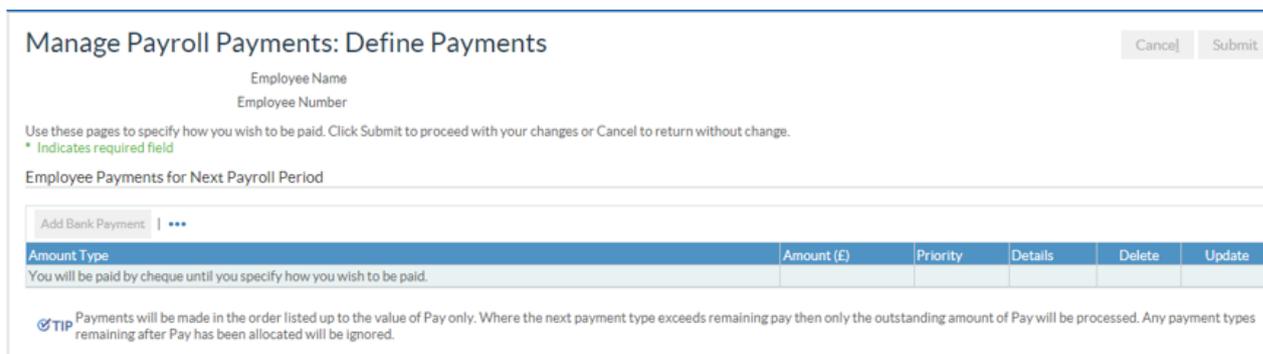
** NOTE **

You will not be paid by cheque.

8. To navigate back to your dashboard select the Portal icon.

    If you have more than one assignment you will need to repeat the same steps for each assignment by selecting the assignment number to change.

9. You will be sent a confirmation to your NHS.net email.

Bank Account Details

PW PROD Workflow Mailer <esr.wfmPROD@nhs.net>
To

This is an automated alert email from the NHS Electronic Staff Record (ESR) system.

Your Bank Account details have been added or changed for your ESR record in 223 Shrewsbury & Telford Hospital NHS Trust for assignment

This may be because you have just started employment, had a new Job (Assignment) created or used a bank account switching service.

If you did not make the amendment or authorise them to be entered on your behalf, then please login to ESR Self Service and check that the details are correct https://my.esr.nhs.uk/.

If you do not have access to ESR Self Service please contact your usual Payroll team to confirm your Bank Account details are correct.

Please DO NOT reply to this automated email as it will not be received.

Quick Guide

1. Login to ESR using your Username and Password.
2. You will be directed to your Portal Page.
3. My Pages / My Pay & Rewards and select Bank Account.
4. Assignment selected press Next.
5. Select Update button.
6. Update account details (name, number, sort code) then select Apply.
7. Select Submit.
8. Select Portal icon to return back to dashboard.
9. Repeat same steps for each assignment.