USA Payment Information Update

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INTRODUCTION

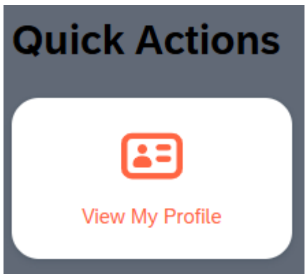
If maintaining your personal data up to date is crucial for an accurate profile, payment information is also key, because this indicates how you want to get paid: check or direct deposit.

Important notes:

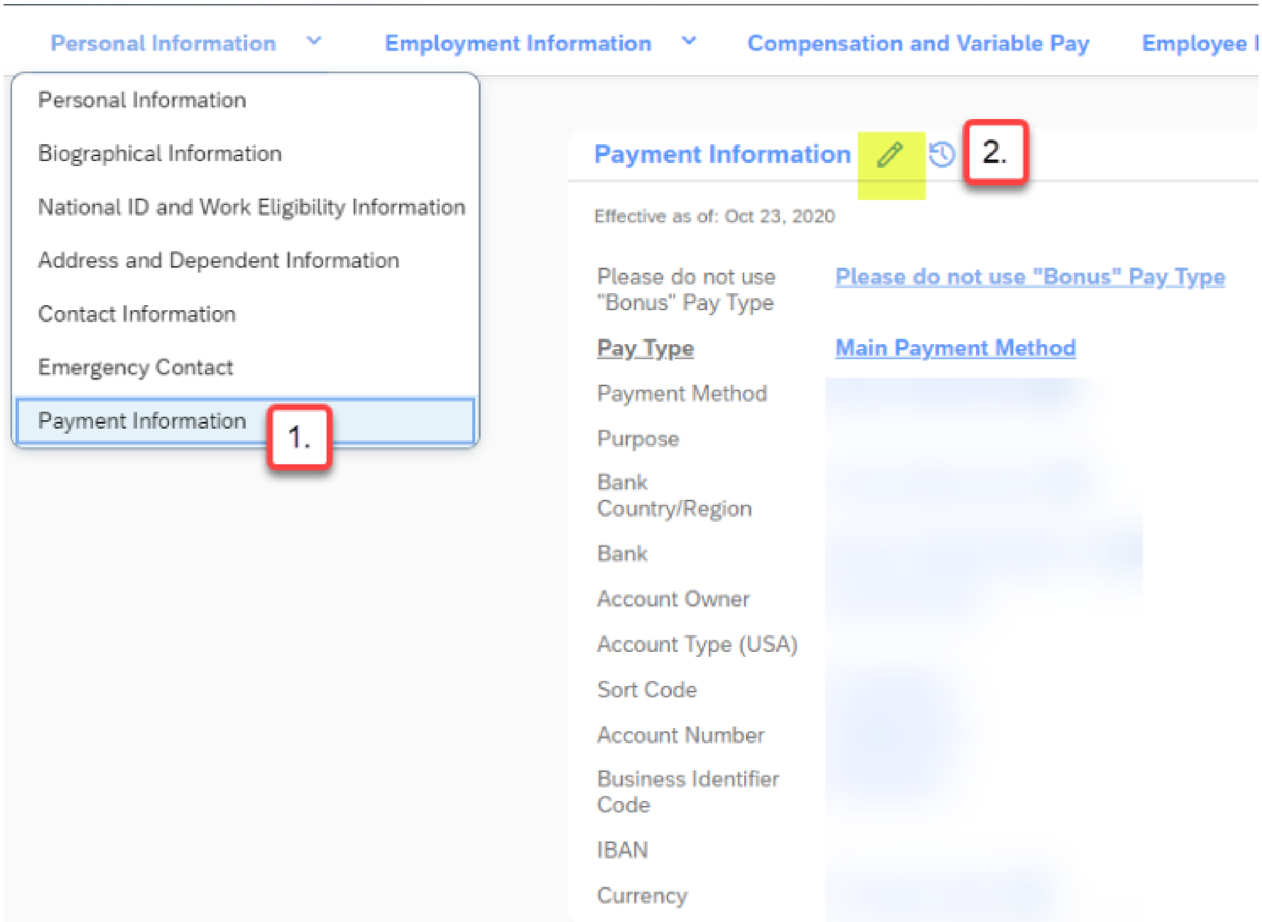
- Please ensure ***Start Date*** reflects the correct start date of the pay period you want the change to be reflected in;
- Always refer to the **USA payroll calendar** to identify the correct dates:
- If the start date is not in line with the pay period, it could result in two direct deposit amounts hitting the secondary bank accounts.
- It could take up to **2 pay periods for payment bank changes to reflect on your pay checks.** Do not close your previous bank account until the changes are successfully implemented.
- Employees can have only 1 Main Account and several Secondary/other accounts.
  - Main Payment Method is the Main/Primary Account
  - Payroll is the Secondary/other account

Below you will find some supporting tips to help you to correctly update your payment information

1. Go to **My HR Services** and click on **View My profile**



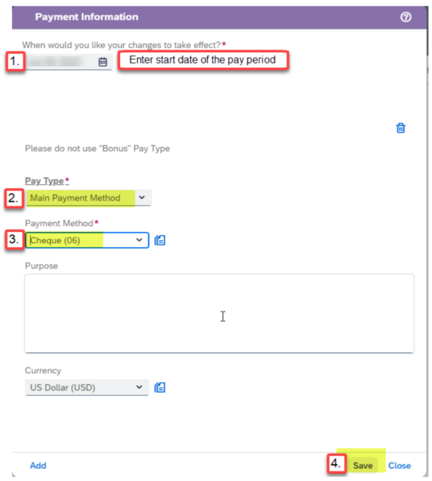
2. To update your information, follow these steps:



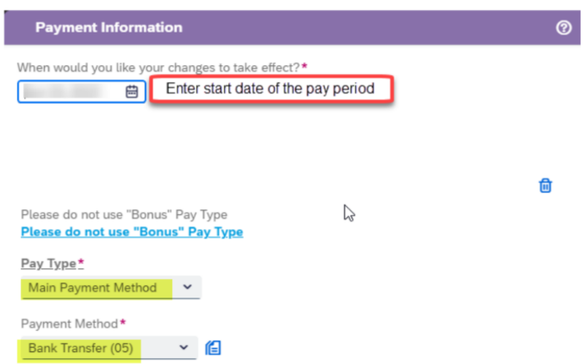
1. To add a check as a payment method, please follow these steps

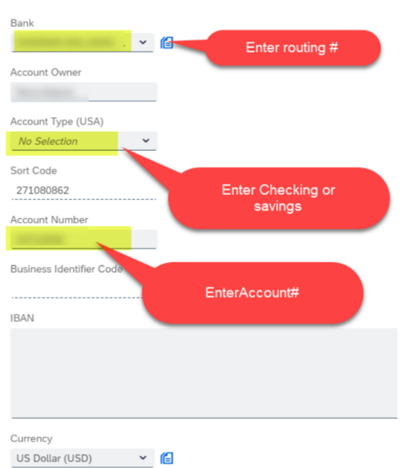
Please update only the highlighted fields.

- **Date**: Must be the start date of the pay period you want the change to be reflected in.
- **Pay Type**: Every employee must have a Main Payment Method Set up.



2. To add a bank transfer or direct deposit as a payment method





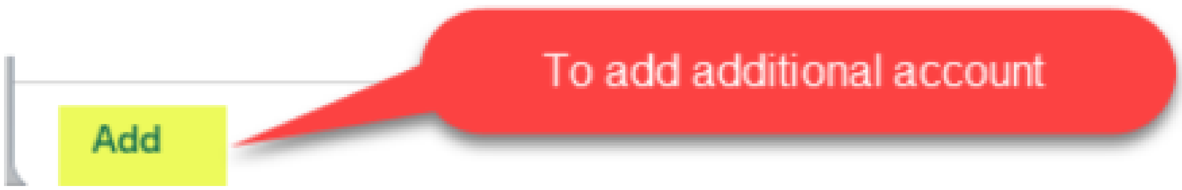
3. To add your Bank information as a payment method

Update the following fields:

- **Date**: Must be the start date of the pay period you want the change to be reflected in.

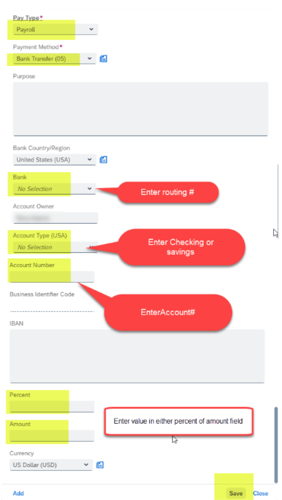
- **Pay Type**: Every employee must have a Main Payment Method Set up. This is the primary bank information.
- Note: If you wish to have your funds Direct Deposited, please choose Bank Transfer on the drop down menu or “check” if you want to receive it via check (not recommended).
- **Bank:** Please enter routing number
- **Account Type (USA):** Specify checking or savings

To add an additional account: To transfer a portion of your net pay to a secondary account, you can either choose a percentage or an amount.



Please enter the following information:

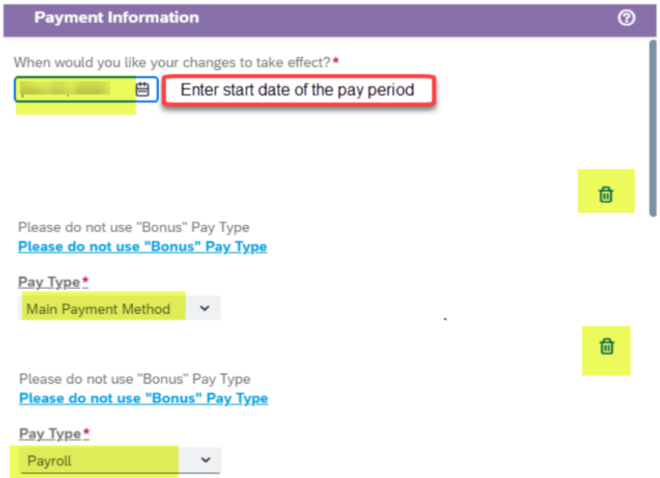
- **Date**: Must be the start date of the pay period you want the change to be reflected in.
- **Pay Type**: Payroll
- Note: If you wish to have your funds Direct Deposited, please choose Bank Transfer on the drop down menu or “check” if you want to receive it via check (not recommended).
- **Bank:** Please enter routing number
- **Account Type (USA):** Specify checking or savings
- **Account Number:** This is the account number where you want your funds to go to
- **Percent:** Percentage of the fund that you want to receive in your account **or Amount:** The portion of your fund that you want to receive in your account.



4. How to stop/cancel/delete bank

If you delete the Main Payment Method, please add a new account for this Pay Type, otherwise there will be a payroll error and this will cause a delay in your payment**.**

- **Refer to Step 1 on how to add Main Account.**



If you have any questions please open a ticket via **SyRa**.

Important notes:

The field of Sort Code (In the US known as Routing Number) is locked/blocked and no update must be done in this field.

To update your bank account you only need to insert information on the ***"Bank"*** field by entering the routing number. Upon entering the routing number in the Bank field, it automatically updates the number in the Sort Code.

If for any reason your form gets rejected, it might be linked to the fact that the bank information is not in our database in these situations please create a ticket in SyRa.

Date last updated: 13 Nov 2025