

# USA Payment Information Update

## USA Payment Information Update

### INTRODUCTION

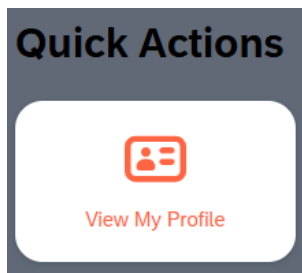
If maintaining your personal data up to date is crucial for an accurate profile, payment information is also key, because this indicates how you want to get paid: check or direct deposit.

#### 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:

Personal Information   Employment Information   Compensation and Variable Pay   Employee I

Personal Information

Biographical Information

National ID and Work Eligibility Information

Address and Dependent Information

Contact Information

Emergency Contact

**Payment Information 1.**

**Payment Information 2.**

Effective as of: Oct 23, 2020

Please do not use "Bonus" Pay Type

[Please do not use "Bonus" Pay Type](#)

**Pay Type**

[Main Payment Method](#)

Payment Method

Purpose

Bank

Country/Region

Bank

Account Owner

Account Type (USA)

Sort Code

Account Number

Business Identifier Code

IBAN

Currency

## 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.

**Payment Information**

When would you like your changes to take effect?\*

1.  Enter start date of the pay period

Please do not use "Bonus" Pay Type

Pay Type \*

2.  Main Payment Method

Payment Method \*

3.  Cheque (06)

Purpose

Currency

US Dollar (USD)

Add 4. Save Close

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

**Payment Information**

When would you like your changes to take effect?\*

Enter start date of the pay period

Please do not use "Bonus" Pay Type  
[Please do not use "Bonus" Pay Type](#)

Pay Type \*

Main Payment Method

Payment Method \*

Bank Transfer (05)

Bank

Enter routing #

Account Owner

Account Type (USA)

No Selection

Sort Code

271080862

Enter Checking or savings

Account Number

Enter Account#

Business Identifier Code

IBAN

Currency

US Dollar (USD)

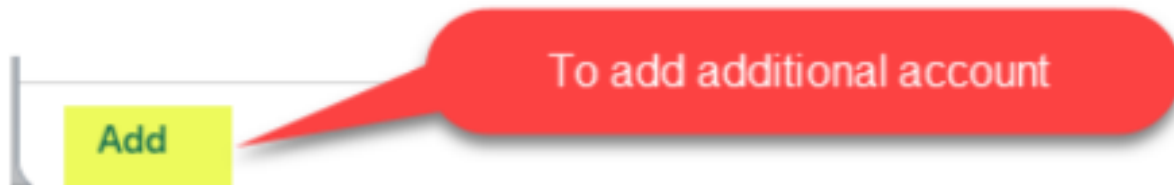
## 3. To add your Bank information as a payment method

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.

The screenshot shows a form for adding a bank account. Red callout boxes point to the following fields:

- Bank:** (No Selection) - Callout: "Enter routing #"
- Account Type (USA):** (No Selection) - Callout: "Enter Checking or savings"
- Account Number:** - Callout: "Enter Account#"
- Percent:** - Callout: "Enter value in either percent of amount field"

Other visible fields include: Pay Type\* (Payroll), Payment Method\* (Bank Transfer (DT)), Purpose, Bank Country/Region (United States (USA)), Account Owner, Business Identifier Code, Date, Amount, and Currency (US Dollar (USD)).

#### 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.**

Payment Information

When would you like your changes to take effect?\*

Enter start date of the pay period

Please do not use "Bonus" Pay Type  
[Please do not use "Bonus" Pay Type](#)

Pay Type\*  
Main Payment Method

Please do not use "Bonus" Pay Type  
[Please do not use "Bonus" Pay Type](#)

Pay Type\*  
Payroll

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