

# QRG. HR21: NET PAY BANK DETAILS



Government of South Australia  
Department of the Premier  
and Cabinet

## AUDIENCE

- All HR21 Self Service Users

## PURPOSE

To update the Bank Details for your Net Pay/Salary

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[Refresh](#) [New](#) [Update/Submit](#) [Delete](#) [Notes](#) [Attachments](#) [Print](#) [Help](#)

Disbursement Type

Bank

1 Branch

\*012-016 ...

Branch Address

Level 12 20 Martin Place Sydney NSW 2000

2 Account Number

\*111111113

The Account Number must not be greater than nine (9) characters/digits in length. Failure to adhere to this may impact your pay.

3 Account Name

\*JOHN CITIZEN

Pay Interval

\*FORTNIGHTLY

Pay Type

\*Default

Agency

M8

40 SALHN

## SEARCHING FOR YOUR BSB


- Click the Branch **Ellipsis** ...
- Click the Field Picker drop down and select a search category.
- Enter an applicable search term in the box then click **Go**.
- Locate your **Branch** in the list, double click to select.

Field Picker	Bank Code	Search	065	Go
Bank Code	Branch Code	Branch Name	Branch Address	
01		ANZ	115 Pitt Street Sydney NSW	
01	012-003	ANZ	Refer to BSB 012-019 Sydney NSW	
01	012-004	ANZ	Level 17 530 Collins Street Melb VIC	

## UPDATING YOUR BANK DETAILS

1 Type or *Search* the **BSB Number** for your Branch.

Enter your nine (9) character **Account Number**.

2  If your account number contains special characters, spaces, or letters please remove these to ensure the account number entered is not greater than 9 characters.

3 Type your **Account Name**.

4 Click **Update/Submit**.

Enter the PIN sent to your 2FA number and click **Authorise**.

### Enter Update PIN

A PIN was sent to your nominated phone to authorise this update. The PIN will expire after 10 minutes.

Enter PIN (case sensitive)

Cancel

Authorise



It is important to ensure your bank details are correct to avoid any payment delays. Changes made through HR21 are the responsibility of the employee. Please ensure the details are correct.