

Using Swinburne EWSS Online Banking

Disbursement (Bank Account) details

Follow these instructions if you want to add a new Disbursement (Banking) Account record, or update/delete an existing Disbursement (Banking) Account where part of your salary is to be paid.

Warning:

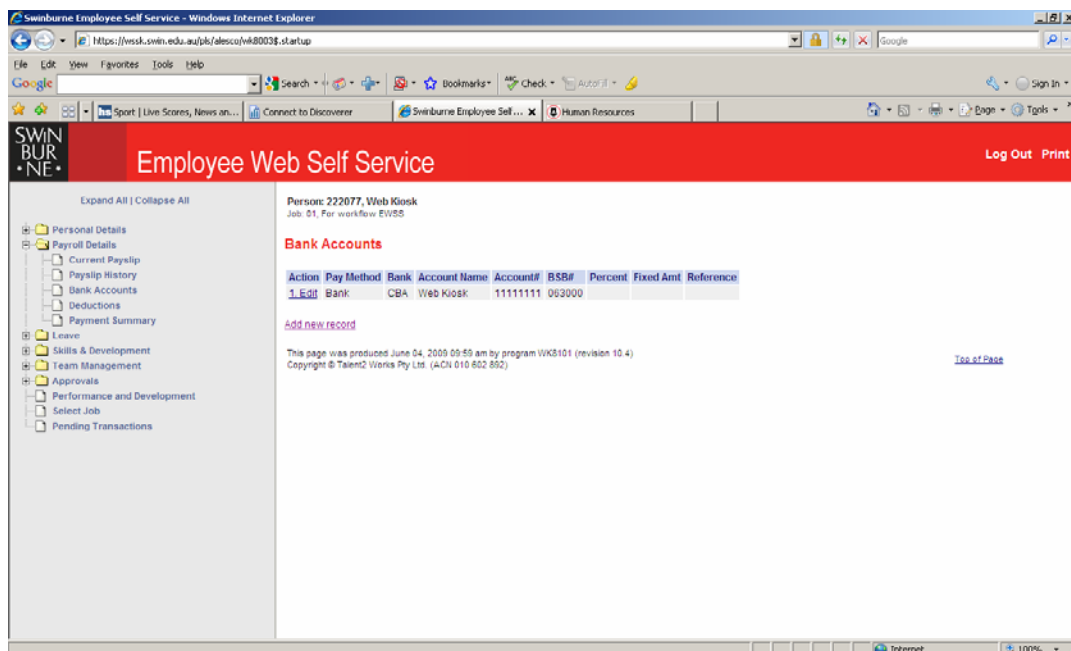
Please be aware of the pay processing and cut-of dates when making changes to your disbursement details. The Payroll team within HR normally disburses salary & wages on the Tuesday, preceding a designated pay day (exceptions may apply during holiday periods eg. Easter/Christmas). Please ensure that you enter your details correctly. If you enter any information incorrectly, the money will not be deposited into your Disbursement (Bank) Account and will be returned to the University. This will take up to 10 days and your money cannot be re-disbursed (re-deposited) until this has occurred.

Enter into Swinburne Employee Web Self Service (EWSS) via the internet and logon using your SIMS user name and password.

Click on the **Pay Details** menu.

Click on **Bank Accounts** and the screen shown in Figure 1 will be displayed.

Figure 1 – Bank Accounts screen



This screen displays the Bank Accounts that are currently stored within the EWSS.

The fields on this screen are: Action This displays firstly the record number, followed by the type of action that you will be able to perform (i.e. Edit).

Pay Method This will always show as “Bank” as the University only deposits salary by electronic funds transfer to the accounts of Financial Institutions.

Bank This shows the abbreviated name code of the Financial Institution. Eg. ANZ

Account Name This is the name of the Disbursement (Banking) Account held by the Financial Institution.

Account# This is the Disbursement (Banking) Account number held by the Financial Institution.

BSB# This is the **B**ank **S**tate **B**ranch number, and identifies all Financial Institutions within Australia.

Percent Amount This displays the percentage of net pay that is to be deposited into the particular Disbursement (Banking) Account.

Fixed Amount This displays the fixed dollar amount that is to be deposited into the particular Disbursement (Banking) Account.

Reference This field is not used **Please Note:** Your “Primary” Disbursement (Banking) Account will not have a dollar amount next to it as this is where the residual of your salary is deposited after any fixed amounts have been deducted.

Adding a New Bank Account Record

Please Note: If entering a new Primary Bank Account, you must Edit the existing primary account, see (**Editing a Bank Account Record**). You can not use the Add new Disbursement to add a new Primary Account as the system will only allow one Primary Account to exist.

Click on the **Add new record** link below the display field as shown in Figure 1.

The **Maintain Disbursements Entry** screen will be displayed as shown in Figure 2 below.

The screenshot shows a web browser window titled 'Swinburne Employee Self Service - Windows Internet Explorer'. The address bar shows the URL 'https://wssk.swin.edu.au/jpls/alesco/wk8003\$.startup'. The page header includes the Swinburne University of Technology logo and the text 'Employee Web Self Service' with 'Log Out' and 'Print' links. A navigation menu on the left lists categories like Personal Details, Payroll Details, Leave, Skills & Development, Team Management, Approvals, Performance and Development, Select Job, and Pending Transactions. The main content area is titled 'Bank Accounts' and shows a form for a user named 'Person: 222077, Web Kiosk'. The form fields include: Pay Method (dropdown menu set to 'B - Bank'), BSB# (text input with a search icon), Account# (text input), Account Name (text input with 'Web Kiosk'), Reference (text input), Fixed Amount (text input), and Percent Amount (text input). A note below the form states: 'NB: The account name must be the same as the account name recorded with your Financial Institution'. At the bottom of the form are 'Insert' and 'Clear' buttons. A footer note reads: 'This page was produced June 04, 2009 10:06 am by program WK8101 (revision 10.4) Copyright © Talent2 Works Pty Ltd. (ACN 010 602 892)'. A 'Top of Page' link is also present.

Figure 2 – Maintain Disbursements Entry screen

Enter data into each of the fields as follows:

Pay Method – This field defaults to “B-Bank” and is the only choice. Leave the default data in place.

BSB# - You have two options for entry. If you know the 6 digit BSB number, then simply type this into the field. It is also a searchable field. To search, click on the down arrow at the end of the field and a search window will appear on your screen as shown in Figure 3 below.

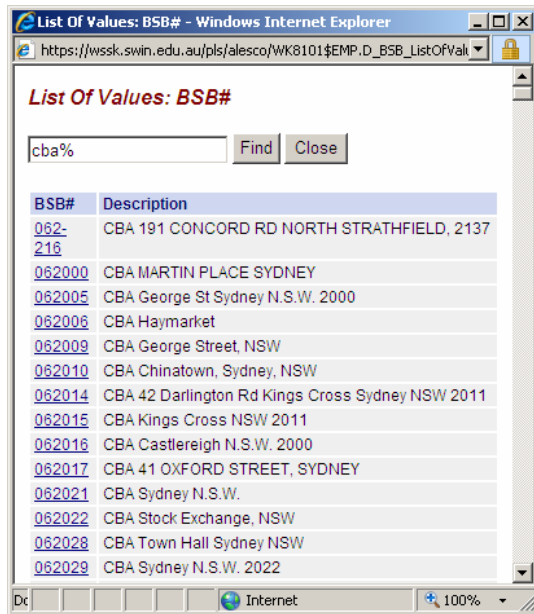


Figure 3 – BSB# Search window

Simply type in the first letters of the Financial Institution (eg. “CBA” for Commonwealth) followed by the % key. The % key acts as a “wildcard” and will pick up all the Financial Institutions that commence with “C”. Or alternatively if you know the start of the BSB number (eg 06) enter this followed by the % key. Scroll through the list until you find the Financial Institution you are looking for, then click on the BSB number and it will be inserted into the entry form. **Please note:** If the particular Branch of a Financial Institution you wish to use does not appear in the BSB search list results, please send an e-mail to Swinburne Payroll team at: tplace@swin.edu.au and it will be validated, then added to the list.

Account# - Enter the Account number held by the Financial Institution. Please note: The Account number cannot exceed 9 numbers.

Account Name – Enter the Account name exactly as it recorded with your Financial Institution.

Reference - This field is not used

Fixed Amount – Enter the dollar amount (**without the \$ symbol**) that you wish to have deposited to the Account each fortnight.

Percent Amount - Enter the percentage of net pay amount (**without the % symbol**) that you wish to have deposited to the Account each fortnight.

Click on the **Insert** button and the record will be added. You will receive a success message as shown in Figure 4 below.

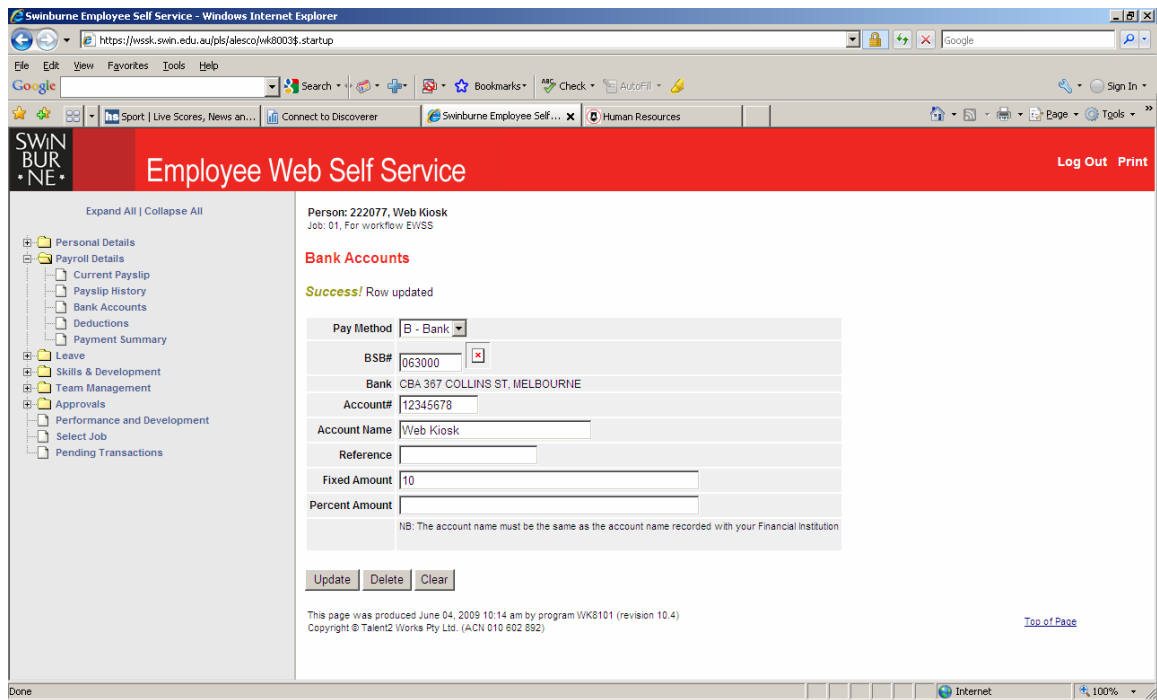


Figure 4 – Bank Accounts Success Message

Editing a Bank Account Record

Click on **Maintain Disbursements** from the **Pay Input** menu and the screen as shown in Figure 15 will be displayed.

From the list of Disbursement records, choose the one you wish to change, and click on the word **Edit** in the **Action** field, next to it.

Make changes to the fields as outlined in 4.2.3.1.

Click on the **Update** button to submit your amended details.

You will receive a **Success** message similar to that in Figure 18, confirming that the Row has been inserted.

Deleting a Bank Account Record

Click on the **Pay Details** menu.

Click on **Bank Accounts** and the screen shown in Figure 1 will be displayed.

From the list of Bank records, choose the one you wish to delete, and click on the word **Edit** in the **Action** field, next to it.

Click on the **Delete** button. You will be asked to confirm the deletion. Click on **OK**.

You will receive a **Success** message similar to that in Figure 4, confirming that the Row has been deleted.