



Changing Bank Account: Expenses

Payroll Shared Services (PSS) Contact Centre

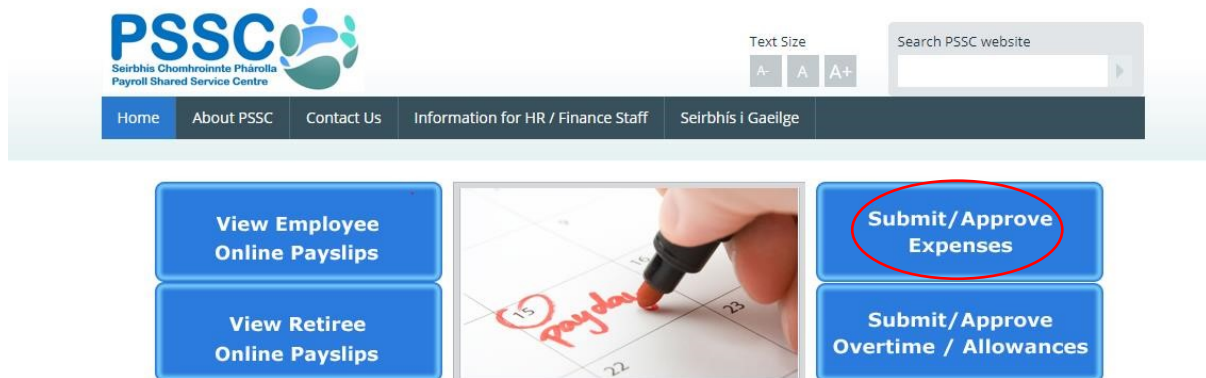
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1 Logging on to the system

Go to the website <https://pssc.gov.ie/>
Select the Option ‘Submit/ Approve Expenses’:



Select your Department from the list:

Online Employee Payslips

To view your online payslip, please click on your home organisation

- [Garda Síochána Ombudsman Commission](#)
- [Adoption Authority of Ireland](#)
- [Chief State Solicitors Office](#)
- [Children Detention Campus](#)
- [Central Statistics Office](#)
- [Commission for Public Service](#)
- [Comptroller and Auditor General](#)
- [Office of the Comptroller and Auditor General](#)
- [Courts Service \(Non-Judiciary\)](#)
- [Courts Service \(Judiciary\)](#)
- [Department of Agriculture, Food and the Marine](#)
- [Department of Culture, Heritage and the Gaeltacht](#)
- [Department of Children and Youth Affairs](#)
- [Department of Communications, Climate Action and Environment](#)
- [Department of Defence Soldiers, Officers and Reservists Pay](#)
- [Department of Defence](#)
- [Department of Education & Skills](#)
- [Department of Employment Affairs and Social Protection](#)
- [Department of Finance](#)
- [Department of Foreign Affairs and Trade](#)
- [Department of Health](#)
- [Department of Housing, Planning, Community and Local Government](#)
- [Department of Business, Enterprise and Innovation](#)
- [Department of Justice & Equality](#)
- [Department of Public Expenditure and Reform](#)
- [Department of Rural and Community Development](#)
- [Department of the Taoiseach](#)
- [Department of Transport, Tourism and Sport](#)
- [Director of Public Prosecutions](#)
- [Garda Staff](#)
- [Irish Human Rights and Equality Commission](#)
- [Law Reform Commission](#)
- [Legal Aid Board](#)
- [National Council for Special Education](#)
- [National Disability Authority](#)

Enter :

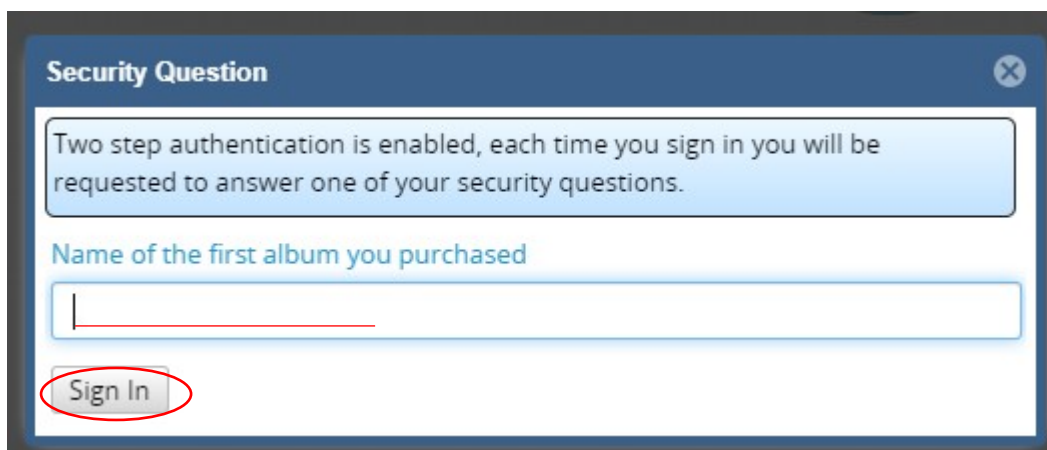
- Username which is your registered email address
- Password

Then click sign in



The image shows the login page for the Payroll Shared Service Centre (PSSSC). The logo at the top features the acronym 'PSSSC' in large blue letters, followed by the Irish text 'Seirbhís Chomhroinnte Phárolla' and the English text 'Payroll Shared Service Centre'. To the right of the text is a stylized logo of three people in blue and green. Below the logo are two input fields: 'Email Address' and 'Password'. A 'Sign In' button is located to the right of the 'Password' field and is circled in red. Below the input fields are links for 'Register for an account' and 'Forgot password or security question', and a checkbox for 'Enable Accessibility mode'.

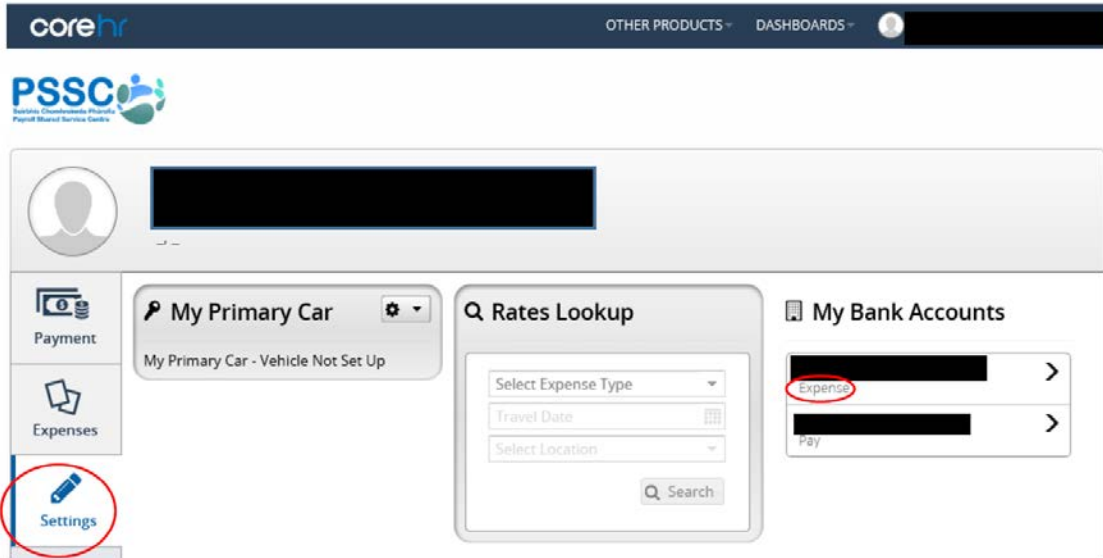
One of your 3 registered security questions should appear in a new window. Enter the answer and click sign in



The image shows a 'Security Question' dialog box. The title bar reads 'Security Question' with a close button (X) on the right. The main content area contains a message: 'Two step authentication is enabled, each time you sign in you will be requested to answer one of your security questions.' Below this message is a text input field with the prompt 'Name of the first album you purchased'. At the bottom left of the dialog box, there is a 'Sign In' button, which is circled in red.

2 How to change and save bank details

On the landing page, select “Settings”, where you will see “My Bank Accounts” to the right-hand side of the page – select the “Expense” option to change this bank account:



Input the BIC and IBAN of the account you wish to have your expenses paid to into the relevant boxes, and confirm the IBAN in the next box. Tick the Declaration box, and when you have entered all details into the boxes, click “Save” to save these changes.

A screenshot of the 'My Bank Accounts' form. The form has a blue header with the title 'My Bank Accounts' and a close button. Below the header is a blue box with instructions: 'Set your Bank Identifier Code (BIC) and International Bank Account Number (IBAN) details on this screen. Please ensure that you receive payment into your new bank account before you close your old account as this change may not take effect for the next pay day.' Underneath is the 'Bank Account Information' section, which includes a dropdown for 'BIC', a text input for 'IBAN', and a 'Confirm IBAN' field. At the bottom, there is a checkbox for 'Declaration: I accept that saving will update my bank details.' and two buttons: 'Save' (circled in red) and 'Close'.

You will then be asked to confirm these changes by inputting your Core Portal password – this is case-sensitive:

Once you click “Confirm”, you will be redirected to the main page once more, and a note regarding your bank details being successfully saved will appear at the top of this page.



Please enter your password to confirm

You will also receive an email to your registered email address to inform you that your bank details have been updated.

N.B. Do not close the old bank account until you see payment going into the new account.

Note: If you are trying to add your Credit Union account where your Pay or Expenses is paid into, not all Credit Unions will appear. Please email The Helpdesk to have this Branch added. Likewise for Revolut Card Holders.

The full Bank Branch Name and Postal Address in addition to the BIC are required in order to set up the new account.