



Changing Bank Account: Pay

Payroll Shared Services (PSS) Contact Centre

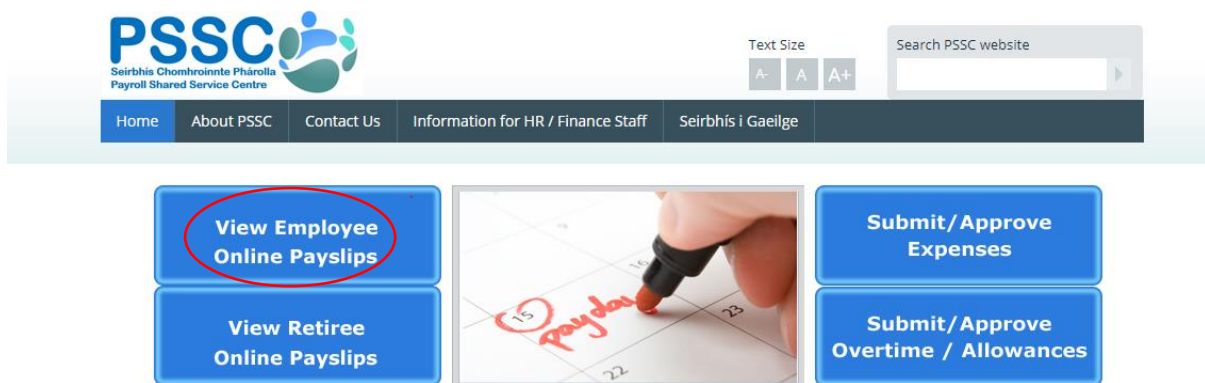
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1 Logging on to the system

Go to the website <https://pssc.gov.ie/>

Select the Option ‘View Employee Online Payslips’:



Select your Department from the list:

Online Employee Payslips

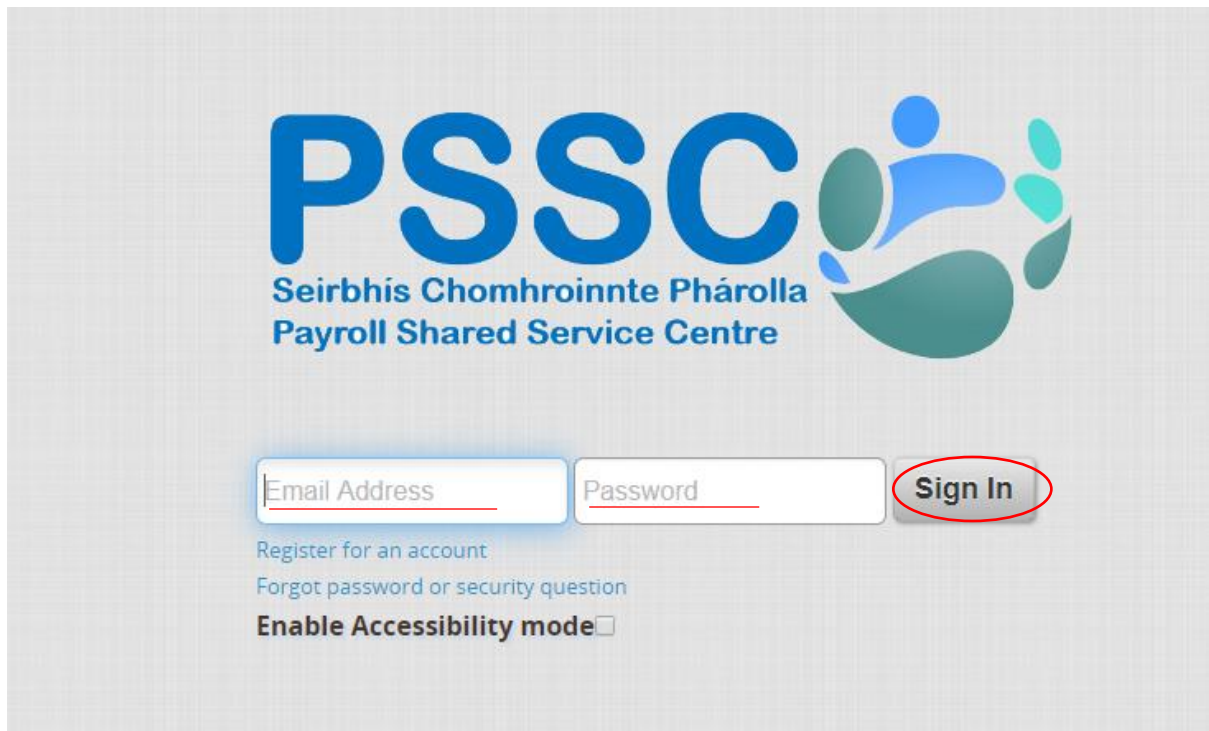
To view your online payslip, please click on your home organisation

[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](#)

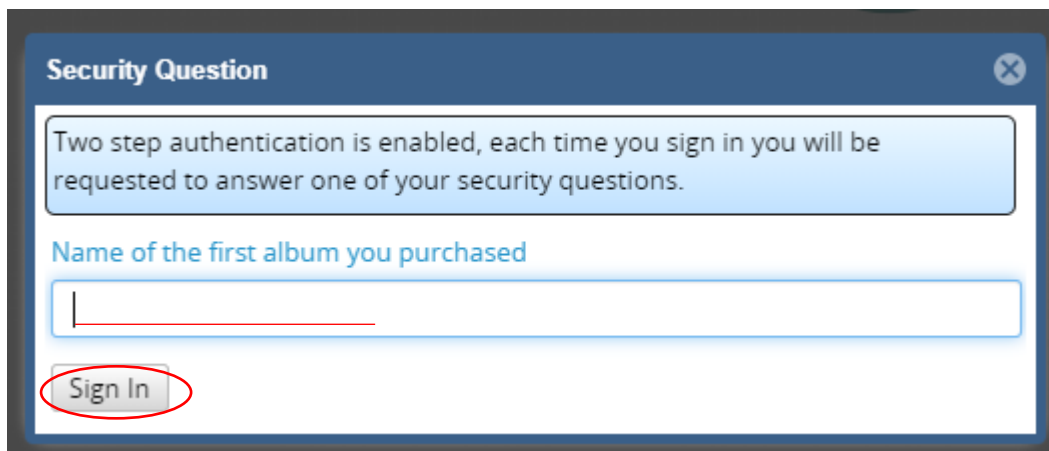
Enter :

- Username which is your registered email address
- Password

Then click sign in

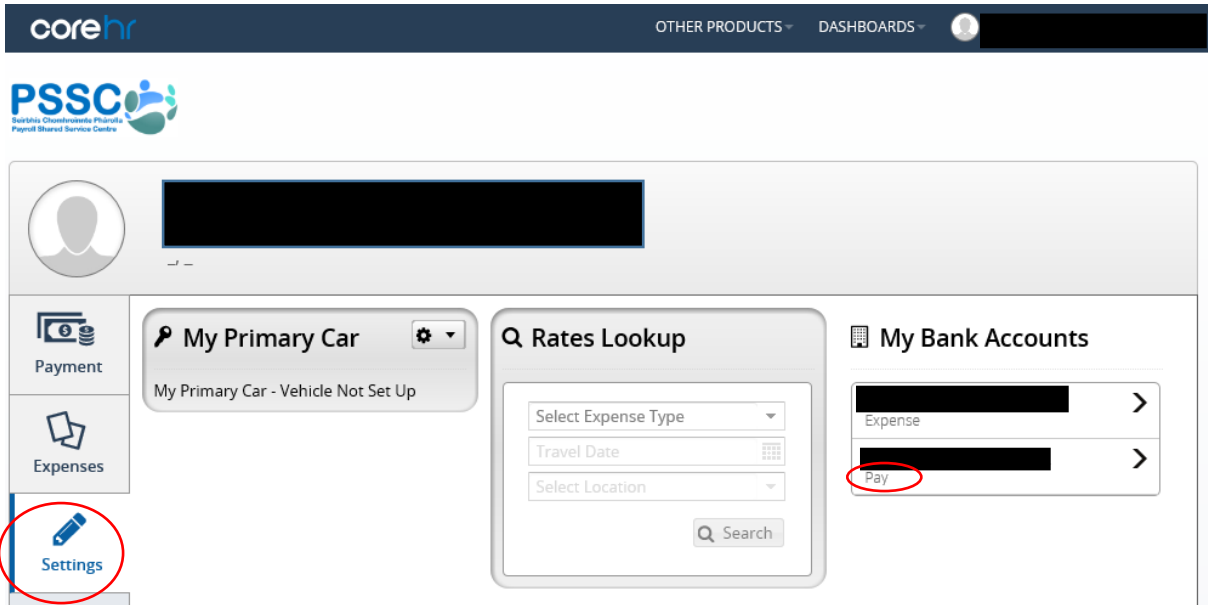


One of your 3 registered security questions should appear in a new window. Enter the answer and click sign in

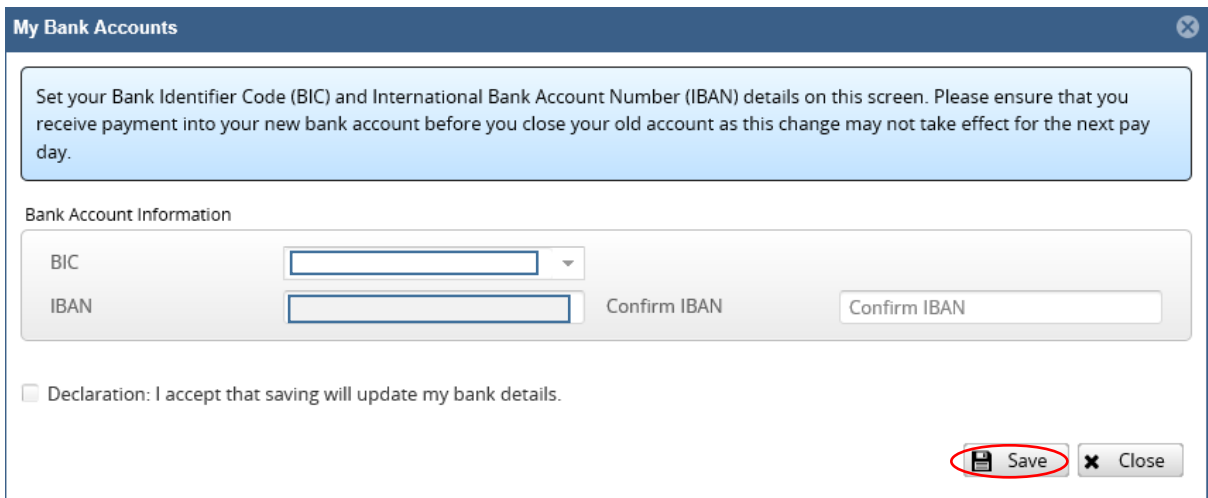


2 How to change and save bank details

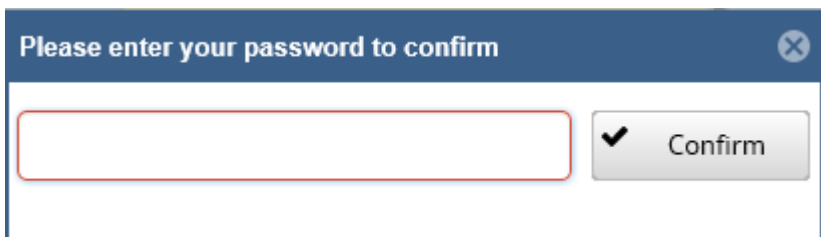
On the landing page, select “Settings”, where you will see “My Bank Accounts” to the right-hand side of the page – select the “Pay” option to change this bank account:



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.



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.

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.