



Changing Bank Account: Pay

Payroll Shared Services (PSS) Contact Centre



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Logging onto the system

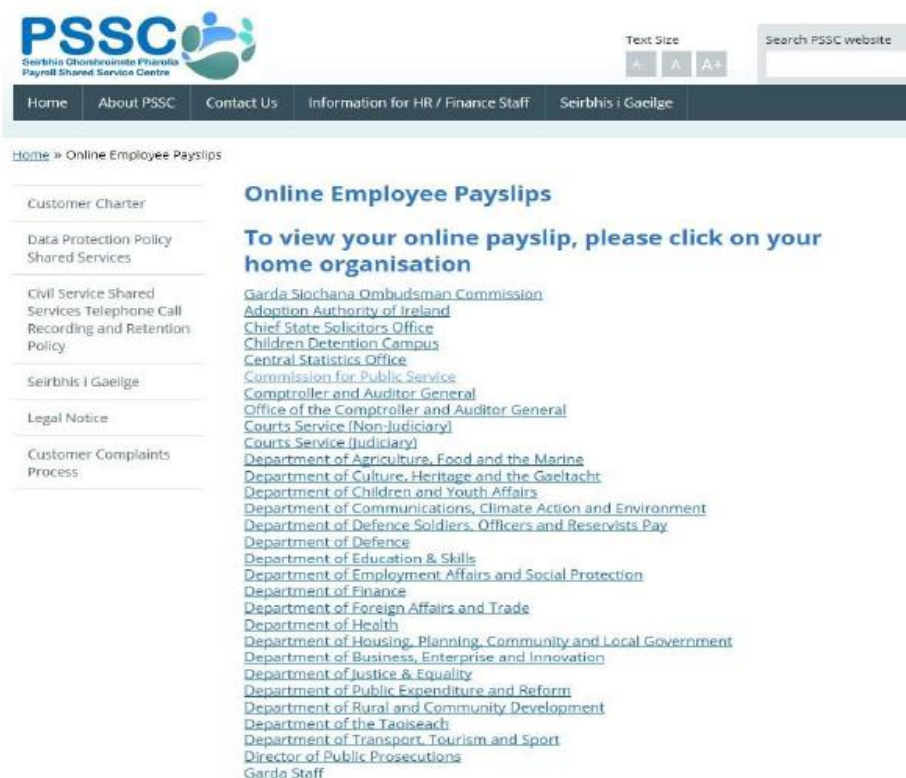
Go to the PSSC homepage – <https://pssc.gov.ie>

Click on “View Employee Online Payslips”



STAFF ALERTS:

Select your department from the list of departments:



Enter:

- Username which is your registered email address
- Password

Then click “sign in”.

corehr

Username

Password

SIGN IN

Register for an account

Forgot password or security question

Queries: if you have any queries please contact the helpdesk@pssc.gov.ie or 076 100 2702

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

Security Question

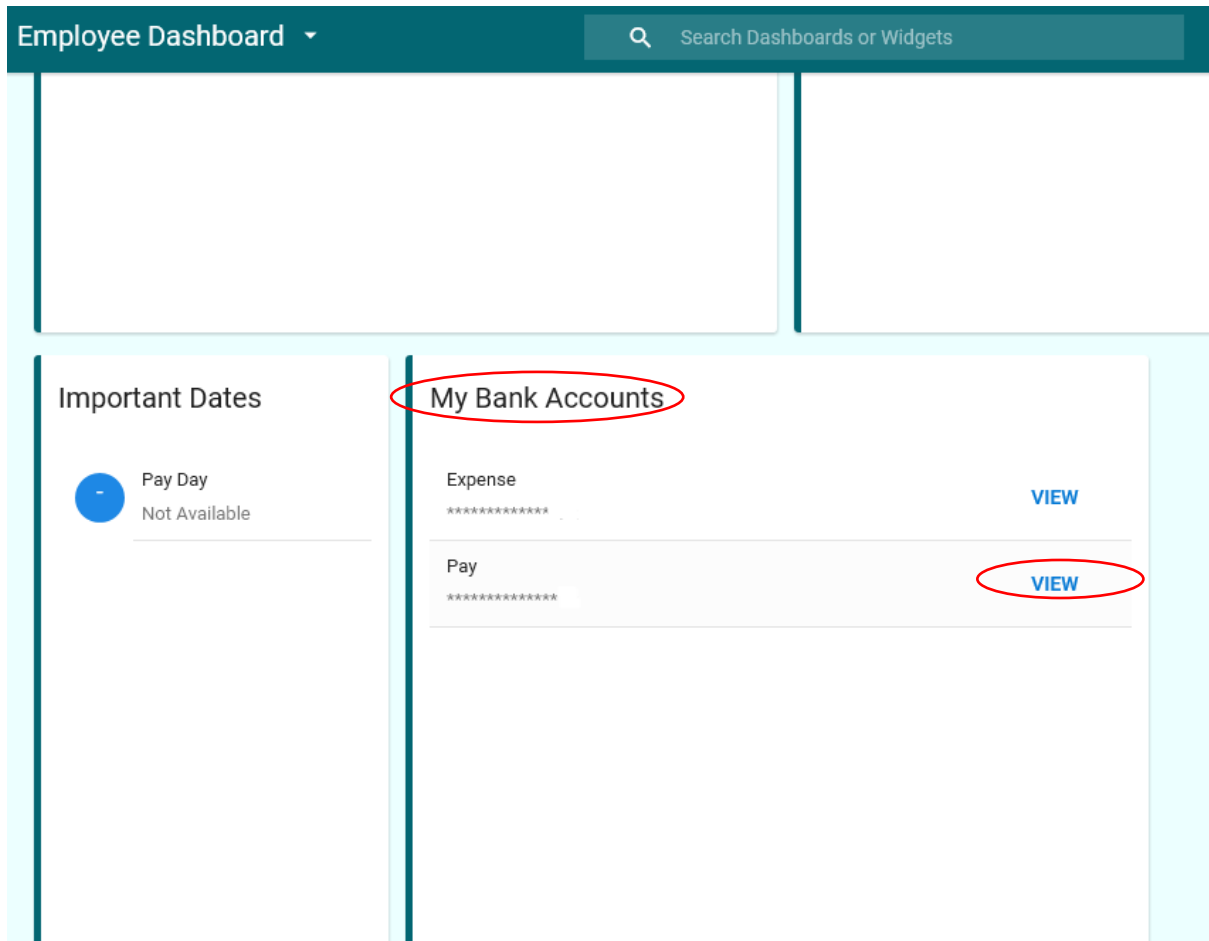
Two step authentication is enabled, each time you sign in you will be requested to answer one of your security questions.

Name of the first album you purchased

Sign In

How to change and save bank details

On the Employee Dashboard page, scroll to the bottom of the page 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 salary 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.

Employee Dashboard > Update Bank Details

Update Bank Details

Employee Dashboard > Update Bank Details

Bank Account Information

BIC*
Aib Bank

IBAN*
Confirm IBAN*

I accept that saving will update my bank details.

Set your Sort Code and Account Number details on this screen. Pressing the Save option updates your details immediately in Core.

SAVE

You will then be asked to confirm these changes by inputting your Core Portal password – this is case-sensitive. Once you click “OK”, you will be redirected to the main page once more.

A note regarding your bank details being successfully saved will appear at the top of this page.

Employee Dashboard > Update Bank Details

Update Bank Details

Employee Dashboard > Update Bank Details

Bank Account Information

BIC*
Allied Irish Banks

IBAN*

I accept that saving will update my bank details.

Set your Sort Code and Account Number details on this screen. Pressing the Save

Confirm Password

Password*

This field is required

CANCEL OK

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.