



Changing Bank Account: Expenses

Payroll Shared Services (PSS) Contact Centre



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Logging onto the system

Select the Option: "Submit/Approve Expenses":

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



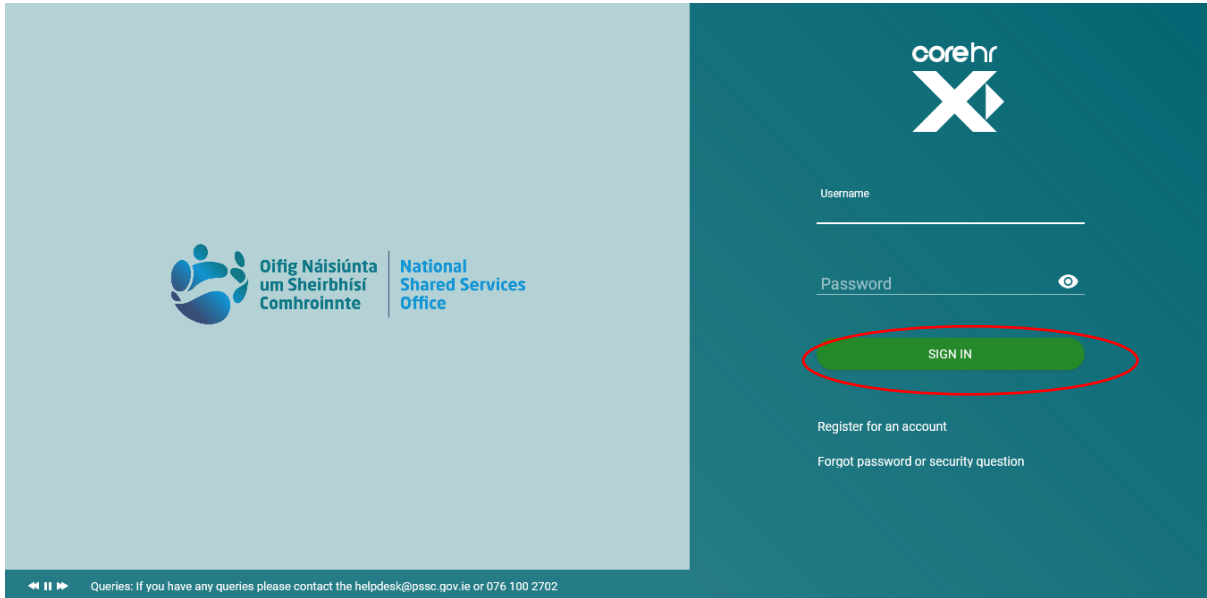
Select your department from the list of departments:



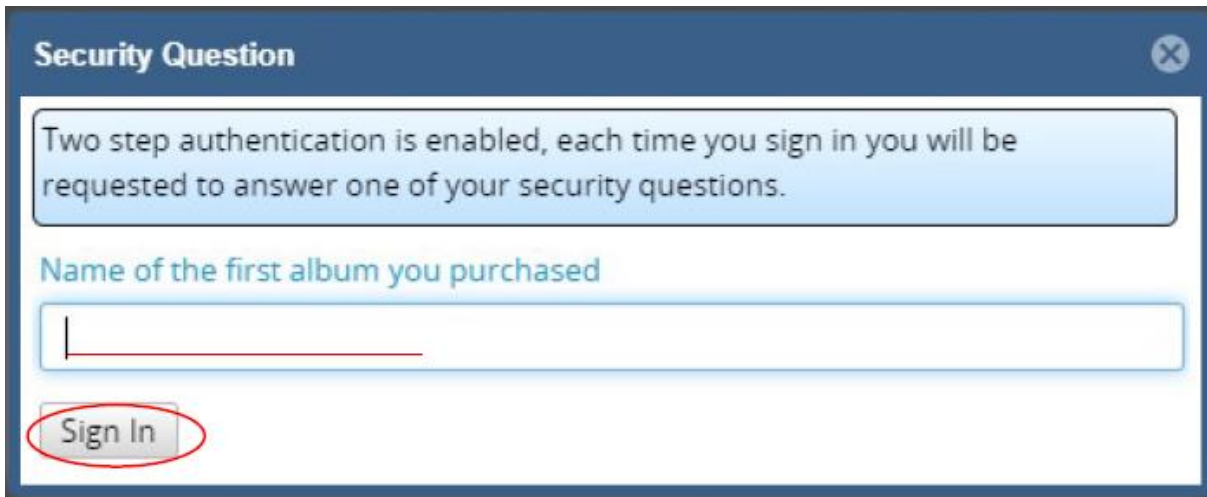
Enter :

- Username which is your registered email address
- Password

Then click “sign in”

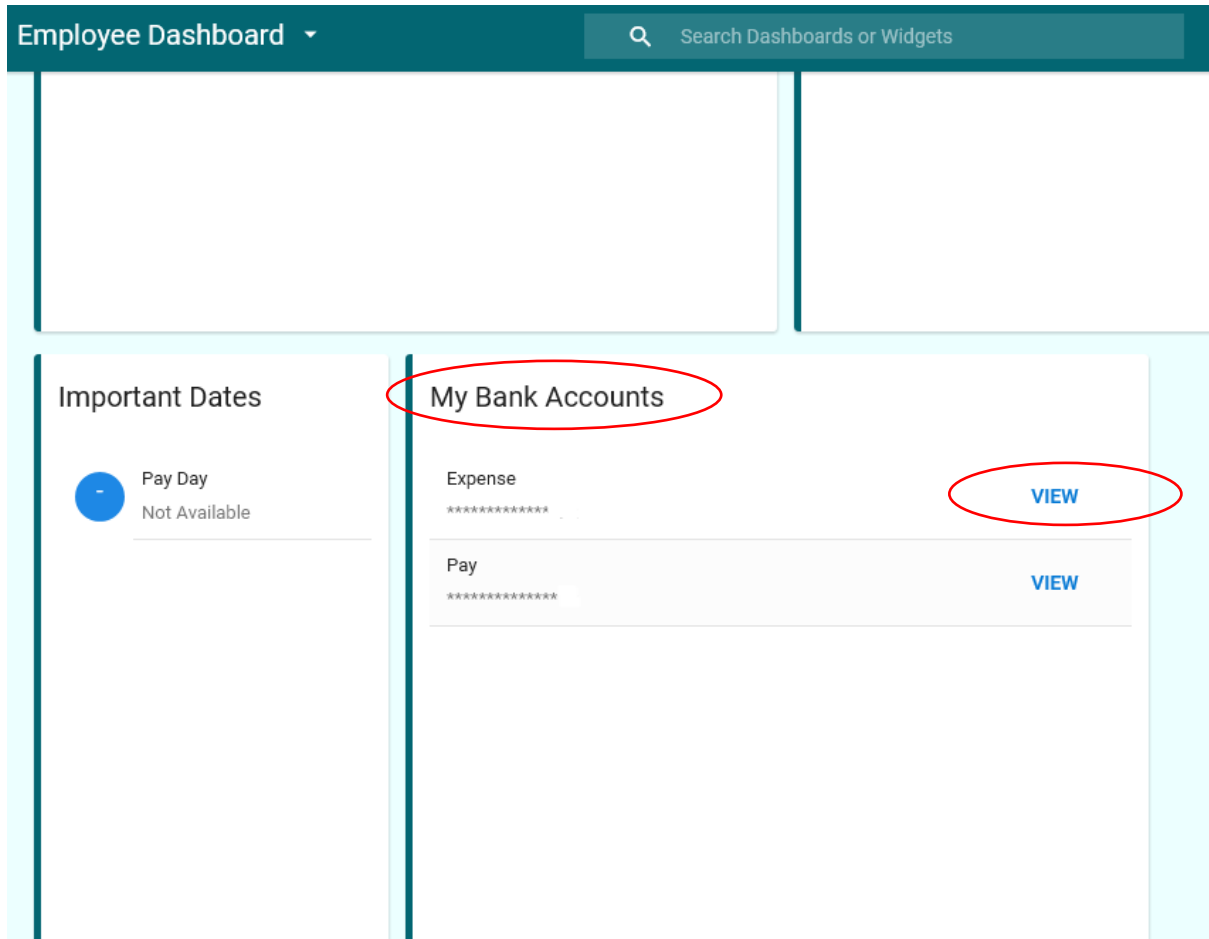


One of your 3 registered security questions should appear in a new window. Enter the answer and click sign in:

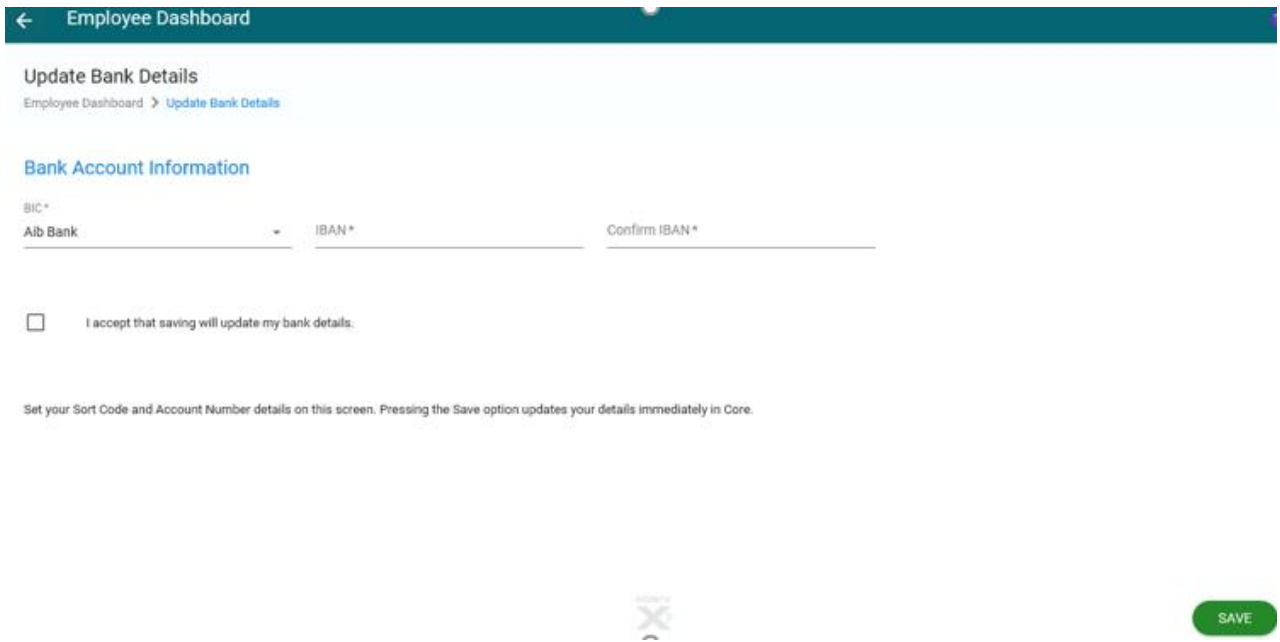


How to change and save bank details

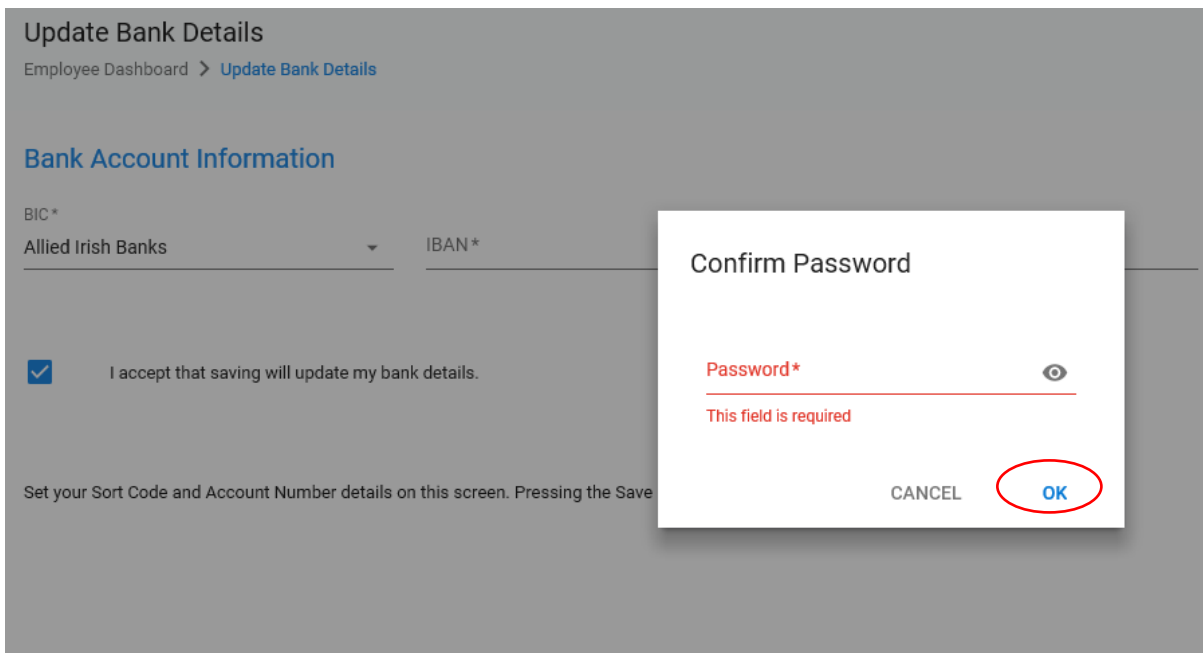
On the Employee Dashboard page, scroll to the bottom of the page where you will see “My Bank Accounts” to the right-hand side of the page – select the “Expense” option to change this bank account:



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.



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.

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.