



How do I add my bank details?

Please Note; if you are submitting your timesheet via the Connect Community portal and you wish to change your bank details, you must do this **before** submitting your timesheet for approval or your new bank details may not be processed in time for payment and could result in your pay being processed into your old account.

Other deadlines apply if you submit your timesheet via 3rd party portals. Please check this with your consultant.

You require a payroll profile to work with us as a Temporary Worker / Associate / Contractor, whether you are a PAYE or Limited Company worker. If your assignment starts before you have updated your payroll profile you will receive an email notification to remind you. If you are due to start work and a payroll profile does not exist, please contact your Consultant.

Select the 'Payments' tab and then click the 'Profile Name' link so that you may add your bank details.

The screenshot shows the 'Payments' section of the Connect Community portal. The top navigation bar includes links for HOME, PROFILE, PAYMENTS, TIMESHEETS, and JOBS. A teal arrow points to the 'PAYMENTS' tab. The main heading is 'Payments Pay Profile'. Below this is a table with one row of profile information.

BRAND	PROFILE NAME	TYPE	STATUS	ACTIONS
Connect	PAY-110110-112102	PAYE (UK) PS	Pre-reg	



The banner will confirm the type of payroll profile you currently have set for payment. The example below confirms PAYE (UK) but others will include PAYE (Ire), Limited Company etc. The “Pre-reg” relates to the status of your record in the Consultant’s Connect system, and in this example means that the consultant will soon change the status once your bank details have been added by you.



Enter your Bank Details. Please take your time entering these details as any mistakes may lead to a delay in payment – selecting the tick box is your declaration of informing your Consultant of any mispayments.

CANCEL

SAVE

Bank Details

* Bank Type

Bank

* Account Holders Name

Mr M Jewsbury

* Sort Code

111811

* Account Number

30837587

Bank Name: BANK OF SCOTLAND PLC

Please confirm you agree with the statement below

* ☒

I agree that any monies due are to be paid into the Bank Account above. Should any information given by me be incorrect, I agree to wait until funds have been returned before the re-issuing of monies is made by the Company.

Scroll down to the next section for ‘HMRC Reporting’. Here you will need to update your National Insurance and work details.

If you do not have a National Insurance number yet, leave this blank – but, as soon as you receive a National Insurance Number, add it in here, this will help avoid emergency tax deductions.

You can apply for a National insurance number by calling 0800 141 2075 or visiting

<https://www.gov.uk/apply-national-insurance-number>.

Doc Ref: GRA- 1211/V01



HMRC Reporting

To enable us to finalise your record and complete your payment profile under HMRC requirements, we legally require the following.

***National Insurance Number**

MJ123456M

***Will you carry out the work in the UK ?**

Yes ▼

***Have you lived in the UK for the last 12 months ?**

Yes ▼

Middle Name

Scroll down again, this time to the 'New Starter Declaration' section and select the option that applies to you.

New Starter Declaration

Which of the following statements applies to you?



A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State Pension or Occupational Pension.



B - This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State Pension or Occupational Pension.



C - As well as my new job, I have another job or receive a State Pension or Occupational Pension.



Finally, scroll down to the 'Student Loan' section and select the option that applies to you

Student Loan

Do you have a student loan which is not fully repaid?

☐ Yes

☒ No

CANCEL

SAVE

Please note that some options will not be applicable or in some cases not visible when a different type of Payroll Profile is created (Limited Company for example).

If you are satisfied that all information you have provided is correct, select save.

That now concludes this Know-How Guide on adding your bank details.