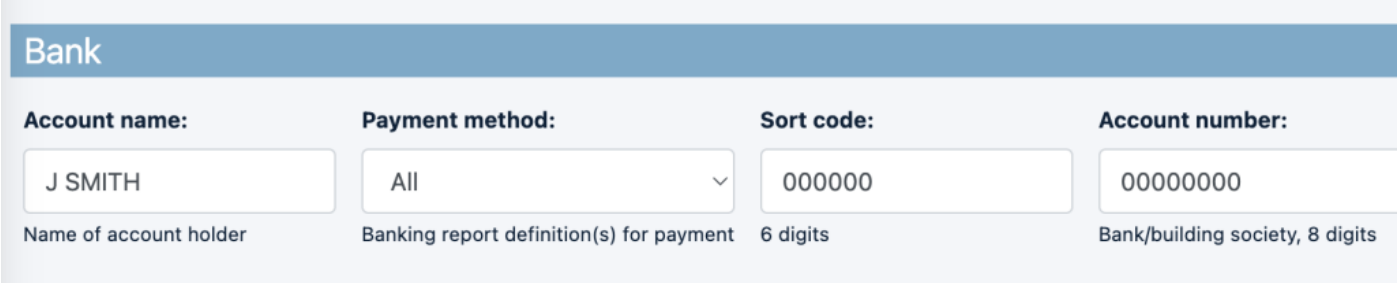
Missing bank details

General · https://paiyroll.com/kb/missing-bank-details/

paiyroll® includes functionality to handle cases of missing bank details.

If you are in a situation where a worker has missing bank details, simply enter their initial and surname for the **Account name**, 00-00-00 **sort code** and 00000000 **Account number**:



All steps can then proceed through to pay run approval. If by the time of approval, the bank details are not received, paiyroll® will automatically exclude that person from the bank file - this means you can pay them manually, for example, using faster payments (FPS) at a later time when you get the correct sport code/account number.

Otherwise, if the bank details are received at any point just before approval, you can enter/import these into paiyroll®, hit pay run **redo** and that will generate the bank file including the correct bank details.