

HOW TO SPLIT YOUR PAY ACROSS MULTIPLE BANK ACCOUNTS

Below are simple instructions to learn how to split your pay across multiple bank accounts.


If you have a mortgage payment that you pay into a BSB account, you can set this deduction directly from your pay!

You can also split your pay into as many bank accounts as you like!

Here's how...

1. Log onto E-Hub via the home page



2. Click 'View My Profile'
3. Click 'Payroll Information'
4. Beside 'Payment Information' click the  symbol
5. Click 'Insert New Record'
6. Change date – start of pay week is best – Tuesday
7. Click 'Add'
8. Select 'Other Payment Method' to split pay from your main pay
9. For Bank Key – this is the BSB – make sure you type in the hyphen and then select from the pre-populated list
10. Complete all the required details and click 'Save'

Hot tip! If you split your pay into multiple bank accounts, make sure that your weekly pay is enough to cover all payment methods – noting that 'Other Payment Methods' will be paid before the 'Main Payment Method'.

Contact the [payroll team](#) if you require further support. Email: Payroll@ipswich.qld.gov.au