

# BANK YOUR IDEAS

Update your bank details to get your salary on time

## BANK DETAILS

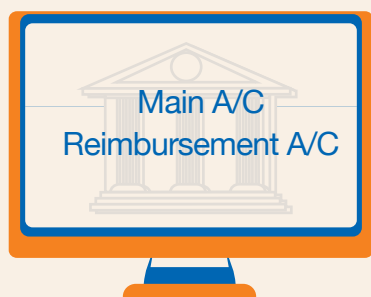


STEP  
01

Log on to My HCL and go to My HCL > My Career > My Profile (ESS).

On the ESS home page, click on My Information > Account > Bank Details.

STEP  
02



STEP  
03

Select Account Type (main/reimbursement bank) to view/edit your bank details.

Enter Bank Name, Bank Account Number, IFSC Code, and upload scanned copy of a cancelled cheque. Click on Submit.

STEP  
04



## Things to Remember

- Update your bank details by 24th day of the month to be eligible for the particular month's payroll.
- Main bank account is used for salary and bonus credit purpose.
- Reimbursement account can be used for travel, communication and official reimbursements. It can also be the same as main bank account.
- Declare your bank account(s) within the first week of joining.