MyAurion: Delete/Temporarily Change Additional Bank Deposit

**Purpose:** This guide lists the steps required to delete or temporarily change the amount of an additional bank deposit.

To make a permanent change to an existing additional bank deposit, delete the existing record and create a new record with the new required details.

The deadline for making changes to your additional bank deposit details is Tuesday in the week prior to pay week. Changes made after this day will not take effect until the next pay cycle. For further information, contact your **HR representative**.

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<td>Step 1</td>
<td>From the MyAurion tab, click the Pay &amp; Banking button to access the grids in the Pay &amp; Banking summary panel on the left-hand site of the Pay &amp; Banking portal, as shown below.</td>
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Step 2 | From the Update Additional Bank Deposits grid, click the Expand icon ( ). The grid now displays the summary details of the additional bank deposit. |
### Steps | Instruction – How to delete or temporarily change an additional bank deposit
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**Step 3** | From the Update Additional Bank Deposits grid, select the additional bank deposit record. The record displays in the Additional Bank Deposit Details detail panel on the right-hand side of the Pay & Banking portal, as shown below.

![](image)

**Step 4 – Update record** | From the Additional Bank Deposit Details detail panel, click the Modify button to open the fields for update.

![](image)

Enter the new temporary deposit amount into the Next Pay Amount field and click the Save button to save the change. The record listed in the Update Additional Bank Deposits grid is updated, and the new temporary amount will be deposited on the next pay run.

**Note the following:**
- This is a temporary change only, the normal deposit amount will resume in the pay cycle after the temporary change. To make a permanent change, delete the existing record and create a new record with the new required details.
- The deadline for making changes to your additional bank deposit details is Tuesday in the week prior to pay week. Changes made after this day will not take effect until the next pay cycle.
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<td>Step 5 – Delete record</td>
<td>From the Additional Bank Deposit Details detail panel, click the Stop button and then click the Confirm Stop button to stop the payments into the additional bank account. The record is removed from the Update Additional Bank Deposits grid and the payments will be stopped on the next pay run. <strong>Note:</strong> The deadline for making changes to your additional bank deposit details is Tuesday in the week prior to pay week. Changes made after this day will not take effect until the next pay cycle.</td>
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