

Bank Account Change Request

Employees can apply for Bank Account Change Request using HRNET system. Kindly follow below steps.

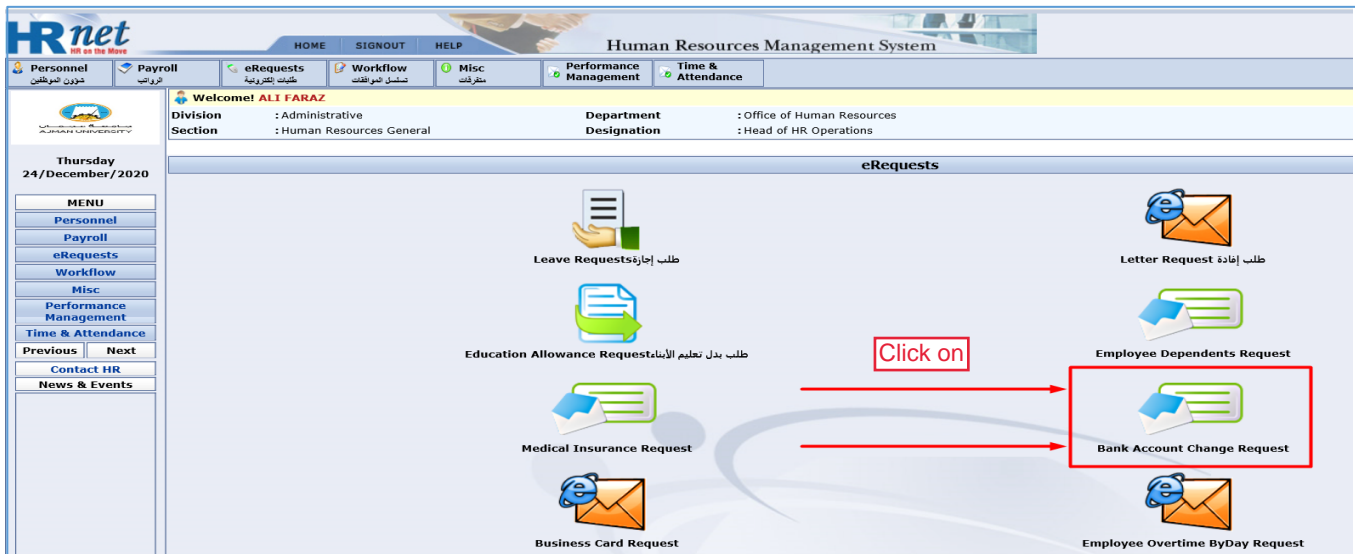
Step 1: Login to HRNET



Step 2: Click on eRequests



Step 3: Click on Bank Account Change Request



Step 4: Add new Bank Details

Bank Account Change Request

Request Form | **History**

Current Bank Name:

Current IBAN Number:

New Bank Name:

New IBAN Number:

Attachment 1 (Kindly upload the Clearance Form from previous bank): Browse...

Attachment 2 (Kindly upload the Bank Detail Form of the new bank): Browse...

Save | **Cancel**

Select the New Bank

Enter IBAN of New Bank

Attach Clearance Form from Previous Bank

Attach Bank Detail Form from New Bank

Step 5: Click on Select

Bank Account Change Request

Request Form History

Add New

Select Edit

Once you save the record, you must select the record to submit to HR

Step 6: Click on Send

Bank Account Change Request

Request Form History

Select Edit

Current Bank Name:

Current IBAN Number:

New Bank Name:

New IBAN Number:

Clearance Form

New Bank Detail

Cancel Send

Click on Send

Step 5: You will receive a notification message

Message from webpage

! Email successfully sent to Approver (a.ahannach@ajman.ac.ae)

OK

Thank you!

In case you found any difficulty performing steps, please get back to HR by writing email to a.ahannach@ajman.ac.ae or a.faraz@ajman.ac.ae, or call on ext. 6071