

## Entering Payment & Correspondence Information

**This quick guide is suitable for the following roles:**

- Tutor

**This quick guide relates to the following menu options:**

- Change Your Email Address      pg 1
- Change Payment Details      pg 3

All personal details entered into OxCORT are protected over the network using high-grade encryption.

The **Change Payment Details** screen will allow you to enter your personal details and keep them up-to-date in a secure environment in order that the Colleges have the information they require for payment.

The **Change Your Email Address** screen allows you to change your email address. The email address you enter in here will be used to contact you about OxCORT. It will also be the email address displayed as the sender of any email you send using the OxCORT email facility.



You may only submit reports in OxCORT if you have completed the **Change Payment Details** screen and have a valid email address in the **Change Your Email Address** screen. If information is missing from either of these screens, OxCORT will not allow you to submit reports for payment. Leaving the email address field blank on this screen will cause errors to occur when you are using OxCORT.

### To change your email address

1. Select [Change your email address](#) from the main menu.
2. The **Change Email Address** screen will display.
3. Delete the email address showing currently and enter your preferred email address.
4. Click the  button.
5. The confirmation screen will display.



The screenshot shows a yellow box titled "Change Email Address". Inside the box, there is a label "Email address:" followed by a text input field containing "shannon@email.com". Below the input field is a small button labeled "Save".

## To complete the Change Payment Details screen

1. Select [Change payment details](#) from the main menu.
2. The **Change Payment Details** screen will display. There are five sections to this screen, they are:
  - Personal Details
  - Contact Details
  - Payment Method
  - Bank Details
  - Other Details
3. Complete the sections as follows:

### Personal Details

Your name should display by default, if this is incorrect in any way contact OxCORT support (oxcort@admin.ox.ac.uk).

**Category:** Select your Category, if you have more than one category, select your 'major' category. *For example, if you are a Tutorial Fellow at one College and a Stipendiary Lecturer at another, you should select **Tutorial Fellow** from the **Category** drop-down.* You can change the category on individual report forms as necessary.

**Subject:** Select the subject you teach here. If you teach more than one subject, you should select your primary subject here. The subject can be changed on individual report forms as necessary.

**College:** Select your College here. If you do not have a College select the option "I have no College".



If you select **I have no College** you must complete the **Correspondence Address** field and you may not select **Pay my College (stint)** when completing report forms.

**Joint Joint Appointment:** If you have a stint at more than one College or hold a Joint Joint appointment, select **Yes** from this drop-down. Selecting **Yes** will allow you to enter a second and third College as applicable.

**Personal Details**  
Name: Shannon Maidford  
Category: Stipendiary Lecturer and a graduate student  
Subject (Default): Computer Science  
College (Default): North  
Do you hold a 'Joint Joint Appointment' or have a stint at more than one College? Yes  
Second College: South  
Third College: [ ]

### Contact Details

Your email address will display as entered in OxCORT. If your email address is incorrect you can change it by selecting **Change Your Email Address** from the main menu.

**Correspondence Address:** Enter the address at which you would prefer to receive any correspondence here.

**Home Address:** Enter the details of your home address here.

**Contact Details**  
Email: shannon@gmail.com  
Correspondence Address: Shannon Maidford, South College, Babury Road, Oxford  
Postcode: OX2 6FF  
Home Address: Shannon Maidford, 27 Babury Road, Oxford  
Postcode: OX2 6FF

### Payment Method

**Payment Method:** Enter your preferred payment method here, this can be changed on individual reports as required.

**Payment Method (Default)**  
Pay by ULNTF (new regs)

## Bank Details

If you do not complete this section you will not be able to submit reports which show a payment method of **Pay Me Directly**.

**Account Name:** Enter your name as it is shown on your bank statement.

**Account Number:** Enter the number of your bank account.

**Sort Code:** Enter your sort code, this must include the “-” symbol. For example **12-34-56**.

Bank details need only be entered if you require the "Pay me directly" payment method

Account name Shannon Maidford  
Account number 12345678  
Sort code 12-34-56  
(Sort code format: '99-99-99' See above)  
Building society ref  
Bank name Oxford Bank  
Branch name Oxford  
Branch address High Street, Oxford

All personal details entered into OxCORT are protected over the network using high-grade encryption. However, if for any reason you do not feel comfortable entering your bank details on-line, you may make alternative arrangements. If you do so, please make sure you contact every college you work for, and that you provide them with all of the information listed above, before ticking the box below.

I have communicated my bank details by other means to all colleges for which I work.



Your Bank sort code will consist of a six-digit number often separated by two dashes into three groups of two figures. Your Bank account number will consist of up to 8 numbers. Both of these will appear on your cheque book or recent bank statement

**Building Society Ref:** If applicable, enter your Building Society reference or Roll Number. *Only complete this if you hold your account with a Building Society. This will normally be found on a recent statement. Check with your Building Society if unsure.*

**Bank Name:** Enter the full name of your bank here.

**Branch Name:** Enter the full branch name of your bank here, this will normally be shown on your bank statement.

**Branch Address:** Enter the address of your branch of your bank here.



All personal details entered into OxCORT are protected over the network using high-grade encryption. If however you wish to make alternative arrangements for supplying your bank details, you must ensure that you have supplied these details to every College for which you work and tick the box to indicate you have done so.

## Other Details

If you do not complete this section you will not be able to submit reports which show a payment method of **Pay Me Directly**.

**Cheques payable to:** Some Colleges pay by cheque when the option 'Pay me directly' has been selected. Enter your name as it appears on your bank statement here.

**NI Number:** Enter you National Insurance number here in the form '**XX 99 99 99 X**' (a total of thirteen characters including spaces). If you do not have a NI number, please contact your college for further information.

**Gender:** Select your gender here. This information needs to be captured in order to properly support Inland Revenue notification requirements.

**Date of Birth:** Enter your date of birth using the format dd/mm/yyyy including the / character. For example, some who was born on the 2nd April 1960 would enter **02/04/1960**.

Other Details

Cheques payable to Shannon Maidford  
NI Number XX 99 99 99 X  
(NI format: 'XX 99 99 99 X' See above)  
Gender Female  
Date of birth 01/01/1960  
(Date format: 'dd/mm/yyyy' See above)

4. Tick the  This form is complete field.

5. Click the  button.



You must tick the **This form is complete** field in order for OxCORT to allow you to submit your reports. If you do not click the  button any changes you have made will be lost.

**SUPPORT:** If you have any problems using OxCORT, please see your Tutorial Office or email support: [oxcort@admin.ox.ac.uk](mailto:oxcort@admin.ox.ac.uk)