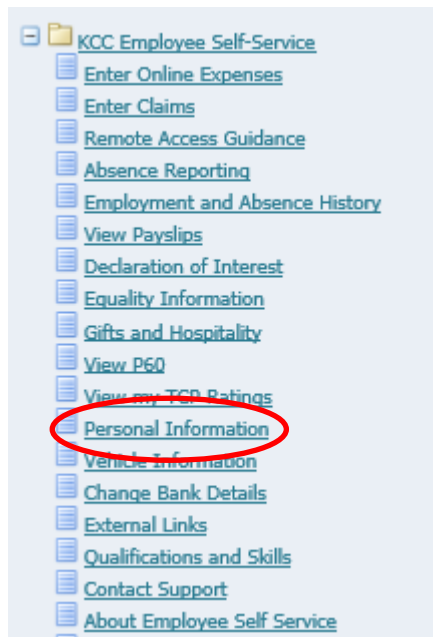


Employee Self Service: Personal Information

This guide will help you use Employee Self Service to update your personal information, including; your name, address and emergency contacts.

Changing your basic details (e.g. your name):

1. Click on 'Personal Information' from the Employee Self Service menu.



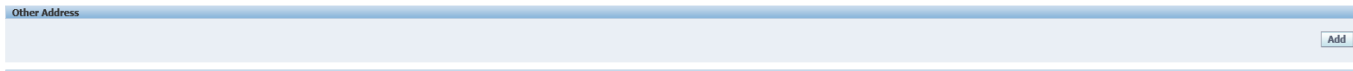
2. You will be taken to the 'Personal Information' screen which will display your current information.
3. Select 'Update Basic Details'
4. Confirm if your data has changed or is incorrect, click [here](#) for further guidance.
5. Add/update/amend your information as required
6. Select 'Next' to be taken to the 'Review and Submit' screen, click [here](#) for further guidance.

Changing your address/telephone numbers:

1. Click on 'Personal Information' from the Employee Self Service menu.
2. You will be taken to the 'Personal Information' screen which will display your current information.
3. Under Main Address and Telephone Number, select 'Update'
4. Confirm if your data has changed or is incorrect. Click [here](#) for further guidance.
5. Use this screen to add/update your information
6. Select 'Next' to be taken to the 'Review and Submit' screen. Click [here](#) for further guidance.

Other Address:

You are able to add, update and delete another address if you have a secondary or recruiting address. Follow the steps outlined above, ensuring you select 'Add' or 'Update' in the 'Other Address' section.



Emergency Contacts

Within the 'Emergency Contacts' section, you are able to enter or update information about people you want Human Resources to contact in the event of an emergency.

Your current emergency contacts will be displayed. To add a new contact click on the 'Add' button. To amend an existing contact, select the relevant contact and use the 'Update' or 'Remove' options as appropriate.

Please ensure that you complete the relevant fields in the 'Emergency Contact: Create/Update' screen. If your emergency contact does not live at your address you will need to de-select the 'Use my address for this person' box and complete the additional fields that will then be displayed.

Note: you can designate more than one person as an Emergency Contact, but only one can be classed as the Main Contact.

My data is incorrect/My data has changed:

When you click on the 'Update' button for Basic Details or Address, you will be presented with a 'Choose Option' screen:

Select the type of change you want to make.

- My data is incorrect.
 My data has changed.

TIP My data is incorrect - Select this option if your registered information is incorrect; for example, if your name contains spelling mistakes. Note: this action will override all previously incorrect records.

TIP My data has changed - Select this option if your registered information has completely changed; for example, if you have recently been married and your surname has changed. Note: This action will be recorded from the date of entry and will not affect previous records.

My data is incorrect - Select this option if your registered information is incorrect; for example, if your name contains spelling mistakes. Note: this action will override all previously incorrect records.

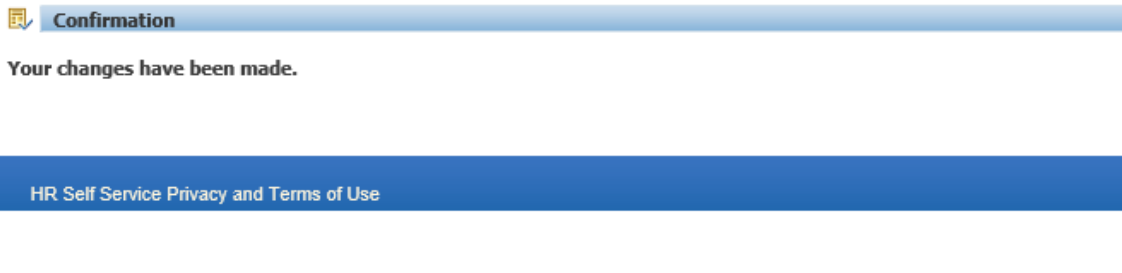
My data has changed - Select this option if your registered information has completely changed; for example, if you have recently been married and your surname has changed. Note: This action will be recorded from the date of entry and will not affect previous records.

Review and Submit:

Once you have made your changes you will be taken to the 'Review and Submit' screen.

1. The change/s you have proposed will be indicated by a blue dot. If you need to make any amendments, click on the 'Back' button to return to the relevant screen.
2. If you are happy with the change/s, click on the 'Submit' button.

The changes will be automatically be approved and effective from the date stated. The following confirmation will appear.



View Future Changes:

If your record has a change which will take place in the future, a 'View Future Dated Changes' button will be displayed.

If you click on this button the future dated changes will be displayed. You will not be able to make further changes until these details take effect. If necessary, you will need to advise the Education Helpdesk of the changes so that they can update your record.

Help and Support:

If you have any technical issue, log into Service Now and raise a call by selecting the 'ICT' Service on the left hand side of the screen or alternatively us the 'Chat' function. If you are not able to access Service Now, e-mail ICTservicedesk@cantium.solutions and they will raise a request on your behalf.

If you have an HR related query, log into Service Now and raise a call by selecting the 'Human Resources' Service on the left hand side of the screen or alternatively us the 'Chat' function.

