

Employee Self Service: Equalities Information

This guide will help you use Employee Self Service to view and correct/update your equalities information.

Viewing your Equalities Information:

1. Click on 'Equalities Information' from the Employee Self Service menu.
2. You will be taken to the 'Equalities Information' screen.
3. The equalities information currently held will be displayed.

Changing your Equalities Information:

1. If any of the details displayed in the Equalities Information screen need to be amended, click on the 'Update Equalities Information' button.
2. You will be taken to the 'Choose Option' screen.
3. Two options are available; 'My data is incorrect' and 'My data has changed'.
4. Select the appropriate option and click on the 'Next' button

Option: My data is incorrect:

If the information currently held is incorrect and you wish to override all previous information, select 'My data is incorrect'.

1. You will be taken to the 'Correct Information' screen.
2. The 'Effective Date' box displays the last date a change was made to your personal details.

As you have selected to correct your information, the changes you make will be backdated to the date displayed (even if you amend the effective date).

3. Correct the information in the relevant fields by selecting from the drop down lists.
4. Once you have amended the information, click on the 'Next' button.

Option: My data is incorrect:

If your information needs to be changed from a certain date, select 'My data has changed'.

1. You will be taken to the 'Update Information' screen.
2. The 'Effective Date' box displays the last date a change was made to your personal details. In this box you should insert the date the change takes effect from. This can be typed into the box in the following format 18-Nov-2013. Alternatively you can click on the Calendar icon to the right of the box and select the date. You can make back or future dated changes.
3. Update the information in the relevant fields by selecting from the drop down lists.
4. Once you have amended the information, click on the 'Next' button.

Review and Submit:

Once you have clicked on the 'Next' button on the Correct or Update Information screens you will be taken to the 'Review' 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.

Confirmation:

Upon selecting 'Submit' a confirmation screen will appear.

The changes you have submitted will not be sent to anyone to authorise. The changes will be automatically made to your record.

To return to the Equalities Information home page, click on the 'Return to Overview' button.

View Future Changes:

If you have made future dated changes, your current details will be displayed on the Equalities Information home page. A 'View Future Dated Changes' button will be available.

If you click on this button your future dated changes will be displayed. You will not be able to make any further changes until these details take effect

Help and Support:

Please see the Equality and diversity KNet page for additional information and guidance. This includes a Frequently Asked Questions document.

If you have any queries relating specifically to equalities please e-mail:
employmentpolicyqueries@kent.gov.uk