Employee Self Service

Personal Information

Version control

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<th>Version</th>
<th>Date</th>
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<td>0.1</td>
<td>1 October 2016</td>
<td>First Draft</td>
<td>Lorna Johnston</td>
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<td>0.2</td>
<td>19 October 2016</td>
<td>Approval of SOP group</td>
<td>Lorna Johnston</td>
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<td>1.0</td>
<td>16 December 2016</td>
<td>First Version REF311</td>
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<td>1.1</td>
<td>9 August 2017</td>
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<td>Karen Gormal</td>
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<td>31 May 2018</td>
<td>eESS Brand Refresh</td>
<td>Paula Wood</td>
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Contents

1. Basic Details
2. Phone Numbers
3. Addresses
4. Emergency Contacts/Dependants/Next of Kin

 Included in the Payroll Interface

|------------------|-----------|---------|----------|---------|

Standard Operating Procedure

1. Basic Details

Navigate to ▼ NHSS *Employee* Self Service

(Variations NHSS Agenda for Change Employee Self Service, NHSS Medical & Dental Employee Self Service, NHSS Standard Employee Self Service)

1. Click Personal Information
2. Scroll to Basic Details, current details will show
3. Click Update
4. Choose whether to correct information or enter new information
   a. Correcting information will make changes effective from last update
   b. Entering new information will make changes effective from date entered or allow user to amend date desired e.g. changing Surname effective after marriage
5. Click Next
6. Amend Effective Date if entering new information
7. Enter new details in blank field or overwriting if already populated, click Next
8. Review changes, indicated by blue dots
9. Click Submit

NB: Name changes go to Line Manager for information only. Other changes do not, with the exception of marital status which does. Name changes and Marital Status are included in the Payroll Interface.

2. Phone Numbers
   1. Click Personal Information
   2. Scroll to Phone Numbers, current details will show
   3. Click Update
   4. Overwrite number if record is to change
   5. Click Add Another Row, choose Type and enter details
   6. Click Next
   7. Review changes, indicated by blue dots
   8. Click Submit
   9. Click Return to Overview or Home

NB: Changes go to Line Manager for Information Only

3. Addresses Update – Correct
   1. Click Personal Information
   2. Scroll to Home Address / Contact Address, current details will show
   3. Click Update
   4. Choose Correct or amend this Address
   5. Click Next
   6. Select Find Address
   7. Enter Add Building Number or Name and Postcode
   8. Click Next and Ok
   9. Click Next
   10. Review changes, indicated by blue dots
   11. Click Submit
   12. Click Return to Overview or Home
Addresses Update – Entering New Address

1. Click **Personal Information**
2. Scroll to **Home Address / Contact Address**, current details will show
3. Click **Update**
4. Choose **Enter a new address if you have moved**
5. Click **Next**
6. Amend **Effective Date**
7. Select **Type** from drop down list
8. Click **Find Address** button
9. Enter **Add Building Name / Number and Postcode**
10. Click **Next** and **OK**
11. Click **Next**
12. Review changes, indicated by blue dots
13. Click **Submit**
14. Click **Return to Overview or Home**

**NB: Changes go to Line Manager for Information Only**

4. **Emergency Contacts/Dependants/Next of Kin – Update**

1. Click **Personal Information**
2. Scroll to **Emergency Contacts/Dependants/Next of Kin**, current details will show
3. Click **Update**
4. Make changes as required
5. Click **Next**
6. Review changes, indicated by blue dots
7. Click **Submit**
8. Click **Return to Overview or Home**

**NB: Changes go to Line Manager for Information Only**

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**Emergency Contacts/Dependants/Next of Kin – Add**
NB: When adding a new Emergency Contact they automatically get added to Next of Kin/Dependant and Vice/Versa

1. Click Personal Information
2. Scroll to Emergency Contacts/Dependants/Next of Kin, current details will show
3. Click Add
4. If appropriate Select Existing Contact
5. Click Continue
6. Enter/Make changes as required
7. If different Address from Employee – untick “Use my address” box
8. Select Find Address
9. Enter House Name/Number and Postcode
10. Click Next
11. Click Next
12. Review changes, indicated by blue dots
13. Click Submit
14. Click Return to Overview or Home

NB: Changes go to Line Manager for Information Only