Manager Self Service
Change Personal Information

Version control

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<th>Version</th>
<th>Date</th>
<th>Comments</th>
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</tr>
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<tr>
<td>0.1</td>
<td>1 September 2016</td>
<td>First Draft</td>
<td>Lorna Johnston</td>
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<tr>
<td>0.2</td>
<td>27 October 2018</td>
<td>Approval of SOP group</td>
<td>Lorna Johnston</td>
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<td>1.0</td>
<td>29 December 2016</td>
<td>First Version REF224</td>
<td>Lorna Johnston</td>
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<td>1.1</td>
<td>24 July 2018</td>
<td>eESS Brand Refresh</td>
<td>Lorraine Whyte</td>
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Contents

1. Basic Details
   Included in the Payroll Interface
   Yes [p1]

2. Phone Numbers
   No [p2]

3. Addresses
   Yes [p2]

4. Emergency Contacts/Dependants/Next of Kin
   No [p3]

Standard Operating Procedure

1. Basic Details

   Navigate to NHSS *Manager* Self Service, then Personal Information

   (Variations NHSS Enhanced Manager Self Service, NHSS Enhanced Senior Managers Pay Manager Self Service)

   1. Click Personal Information
   2. Select employee from hierarchy to whom transaction applies and click Action
   3. Go to Basic Details, current details will show
   4. Click Update
   5. 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
   6. Click Next
   7. Enter new details in blank field or overwriting if already populated, click Next
   8. Review changes, indicated by blue dots
   9. Click Submit

1. Phone Numbers
1. Select employee from hierarchy to whom transaction applies and click **Action**
2. Scroll to **Phone Numbers**, current details will show
3. Click **Update**
4. Overwrite number if record is to change
5. If adding an additional Phone Number: 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**

### 2. Addresses

**Addresses Update – Correct**

1. Select employee from hierarchy to whom transaction applies and click **Action**
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. Scroll to **Home Address/Contact Address**, current details will show
2. Click **Update**
3. Choose **Enter a new address if you have moved**
4. Click **Next**
5. Amend **Effective Date**
6. Select **Type** from drop down list
7. Click **Find Address** button
8. Enter **Add Building Number or Name and Postcode**
9. Click **Next and OK**

10. Click **Next**

11. Click **Next**

12. Review changes, indicated by blue dots

13. Click **Submit**

14. Click **Return to Overview** or **Home**

3. **Emergency Contacts/Dependants/Next of Kin**

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

1. Select employee from hierarchy to whom transaction applies and click **Action**

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**

**Emergency Contacts/Dependants/Next of Kin – Add**

**NOTE:** When adding a new Emergency Contact they automatically get added to **Next of Kin/Dependent** and Vice/Versa

1. Select employee from hierarchy to whom transaction applies and click **Action**

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**