Employee Self Service
Personal Information

Version control

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<th>Version</th>
<th>Date</th>
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<tr>
<td>0.1</td>
<td>1 October 2016</td>
<td>First Draft</td>
<td>Lorna Johnston</td>
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<tr>
<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>
<td>Content Change</td>
<td>Karen Gormal</td>
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<td>1.2</td>
<td>31 May 2018</td>
<td>eESS Brand Refresh</td>
<td>Paula Wood</td>
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Contents

Included in the Payroll Interface
- Both [p1]
- No [p2]
- Yes [p2]
- No [p3]

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

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

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