



People and Money

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Employee Guide- How to Edit your Personal Details in the System Employee

Time to complete: 10 minutes

Before you begin, make sure you know...

1. When making a professional title change, you must also upload a copy of your degree certificate to Document Records otherwise your request will be rejected. For guidance on uploading documents to Document Records, refer to the user guide titled [Employee Guide – How to search, view and upload document records](#)
2. Your Disability Info will not be shared with your Line Manager or anyone in your School/Department when you update this information. To notify your Line Manager, please schedule an offline conversation with them.
3. When you update your name on the system, you will need to sign out and back in again to see the name change against your record.
4. To find out more about the work we are doing to meet the requirements of the Equality Act and what we do with your data please visit our [Staff Equality Data Collection and Monitoring](#) webpages.

In Brief...

This is a simple overview of the process.


1. From the Home page, open the **Me** section, then click **Personal Information**

2. Select **Personal Details**


Editing your Name

- a. In the Name section, click the **pencil icon**  to edit details such as your **Title, First Name, Middle Name, Preferred Name** and **Last Name**.

Note: You **must** provide a **Preferred Name**. This is the name that will be displayed on the staff directory for all staff to view. If no preferred name is specified, your first name will appear blank on the staff directory. Please avoid using special characters where ever possible.

- b. Enter the **date** on which this name change starts in the provided field.
- c. Click **Submit** 


Editing your Demographic Info

- a. In the Demographic Info section, click the **pencil icon**  to edit your **Marital/Civil Partnership Status, Ethnicity, and Gender**

Note: The Gender field informs HMRC so only binary gender is permitted to be updated. However, to update the non-binary options employees can update their protected characteristics within the Additional Person Info section (Me>Personal Information>Additional Person Info).

- b. Click **Submit** 

Editing your Biographical Info

- a. In the Biographical Info section, click the **pencil icon**  to edit your Disability Info

- b. Click **Submit** 

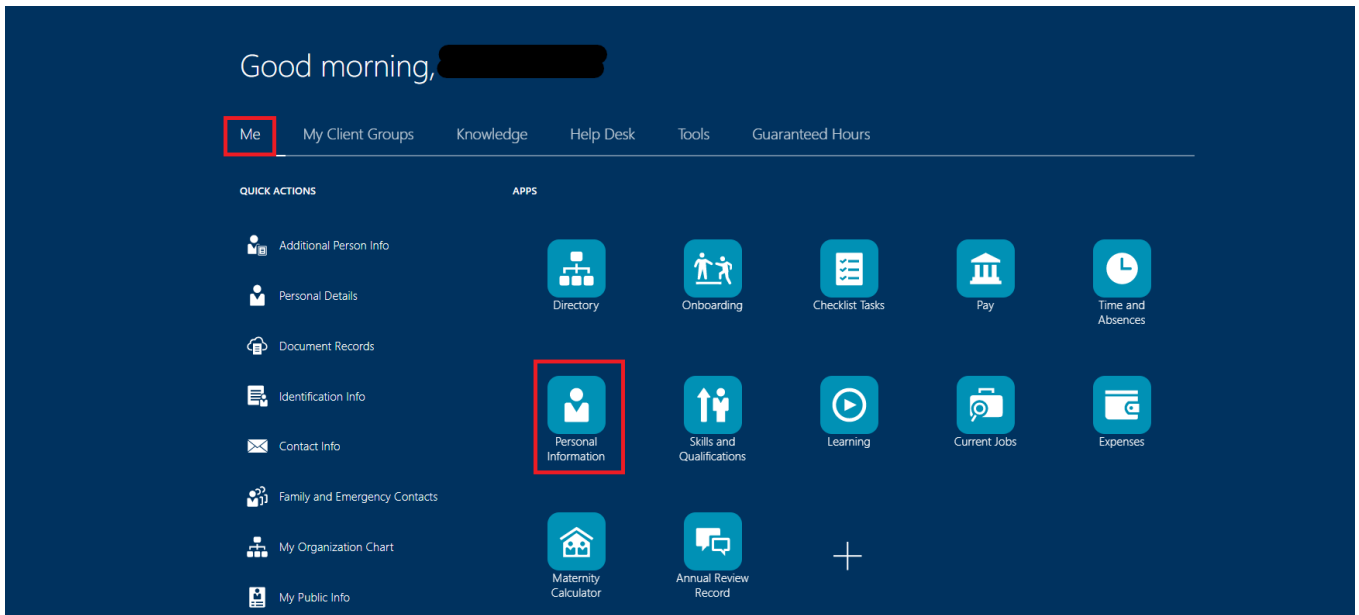
Adding/Editing your protected characteristics

- a. From the Home page, open the **Me** section, then click **Personal Information**
- b. Select **Additional Person Info**
- c. Click 'Add' or the pencil icon to edit your information, then click Save.

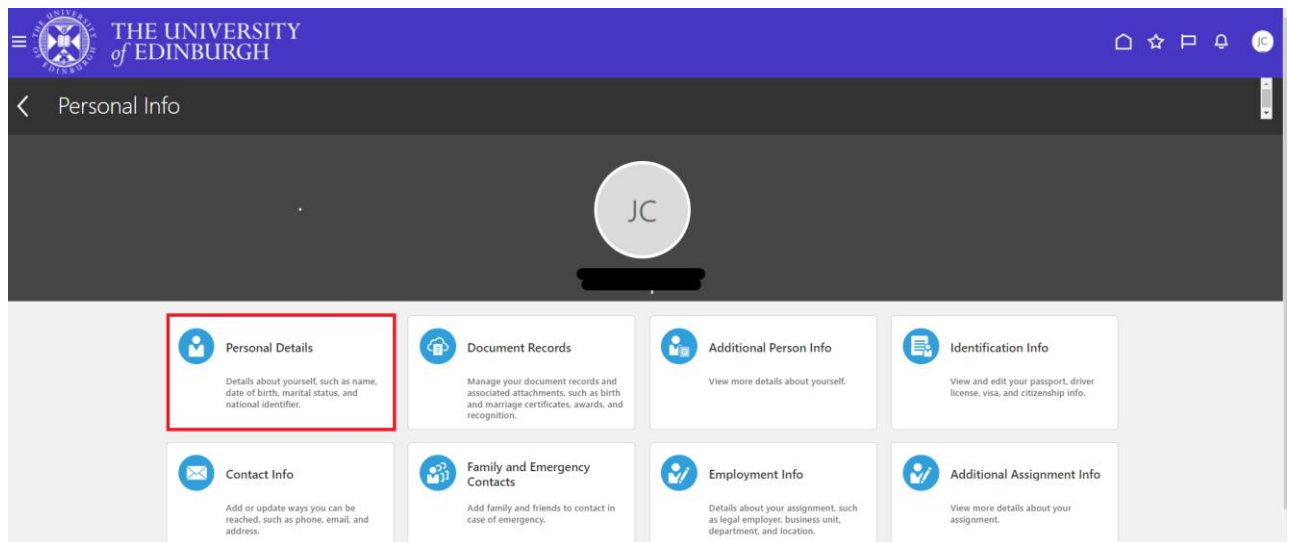
For detailed guidance, see the next section.

In Detail...

1. From the Home page, click **Me**, then click **Personal Information**

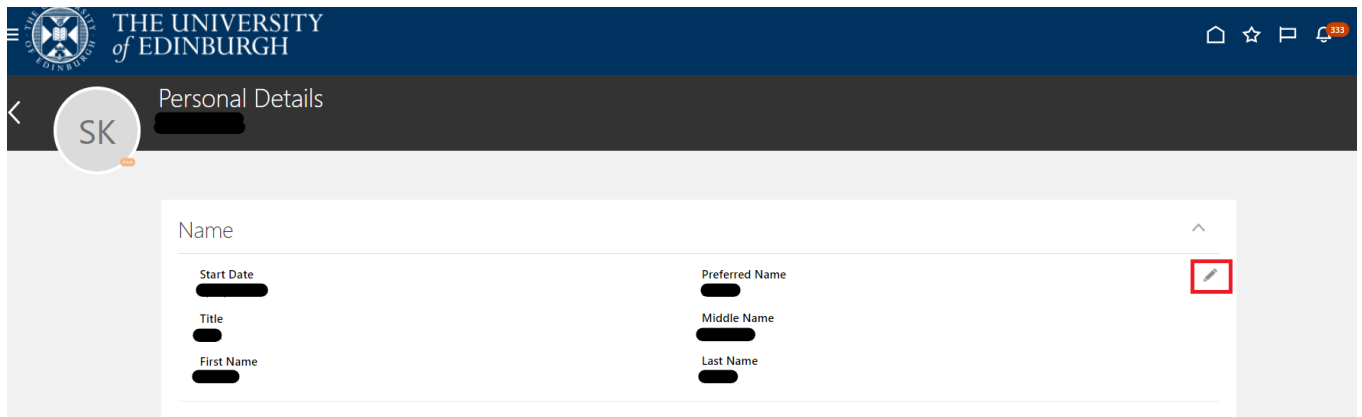


2. Select **Personal Details**



Editing your Name

a. In the Name section, click the **pencil icon**



The screenshot shows the 'Personal Details' page for a user with initials 'SK'. The 'Name' section is expanded, showing a table of fields. The 'Preferred Name' field has a pencil icon next to it, which is highlighted with a red box. The fields are:

Field	Value
Start Date	[Redacted]
Title	[Redacted]
First Name	[Redacted]
Preferred Name	[Redacted]
Middle Name	[Redacted]
Last Name	[Redacted]

b. Enter the **date** on which this name change starts and edit the appropriate fields:

- **Title**
- **First Name**
- **Middle Name**
- **Last Name**
- **Preferred Name**

Note: You **must** provide a **Preferred Name**. This is the name that will be displayed on the staff directory for all staff to view. If no preferred name is specified, your first name will appear blank on the staff directory. Please avoid using special characters wherever possible.

c. Once complete **click Submit**

Personal Details

SK

Name

*When does this name change start?
dd/mm/yyyy

*Preferred Name

Middle Name

*Last Name

*Title
Mrs.

*First Name

Comments

Attachments

Submit Cancel

Editing your Demographic Info

- In the Demographic Info section, click the **pencil icon**

Personal Details

EG
Emerson Green

Name

Start Date 22/09/2014	Title Mrs.
Last Name Green	First Name Emerson
	Middle Name Jane

Demographic Info

Country United Kingdom	Marital/Civil Partnership Status Married/Civil partner
Religion	Start Date 22/09/2014
Ethnicity Mixed - White and Black African	Gender Female

National Identifiers

Biographical Info

- Edit the following information:

1. **Marital/Civil Partnership Status**
2. **Ethnicity**
3. **Gender - Note:** The Gender field informs HMRC so only binary gender is permitted to be updated. However, to update the non-binary options you can update this within Additional Person Info (Me>Personal Information>Additional Person Info). See [Updating your Protected Characteristics](#) below.

Personal Details
Ankita Narayan

Preferred Name
Ankita

Demographic Info

Country: United Kingdom

Marital/Civil Partnership Status: Married/Civil partner

Ethnicity: Indian

Gender: Female

Comments

Attachments

Drag files here or click to add attachment

c. Click **Submit**

Personal Details
Emerson Green

Demographic Info

Country: United Kingdom

Religion: Select a value

Ethnicity: Mixed - White and Black African

Marital/Civil Partnership Status: Married/Civil partner

Gender: Female

Comments

Attachments

Drag files here or click to add attachment

Editing your Biographical Info

a. In the Biographical Info section, click the **pencil icon**. Please note - **Date of Birth** is not an editable field

The screenshot shows the 'Personal Details' page for a user with initials 'SK'. The 'Biographical Info' section is expanded and highlighted with a red box. It contains the following fields:

- Date of Birth (redacted)
- Age (redacted)
- HESA Disability 1: No known impairment, health condition or learning difference
- HESA Disability 2
- HESA Disability 3
- HESA Disability 4
- British Sign Language User
- Visitor Registration Number (Finance Use Only)

A pencil icon next to the 'Biographical Info' header is highlighted with a red box, indicating it is the field to be clicked for editing.

b. Enter your disability information in the HESA Disability 1, 2, 3 and 4 fields where relevant, selecting the appropriate value from the drop down. You can record up to four disabilities and whether you are a British Sign Language User. Please do not record anything in the Visitor Registration Number field. Once complete press **submit**.

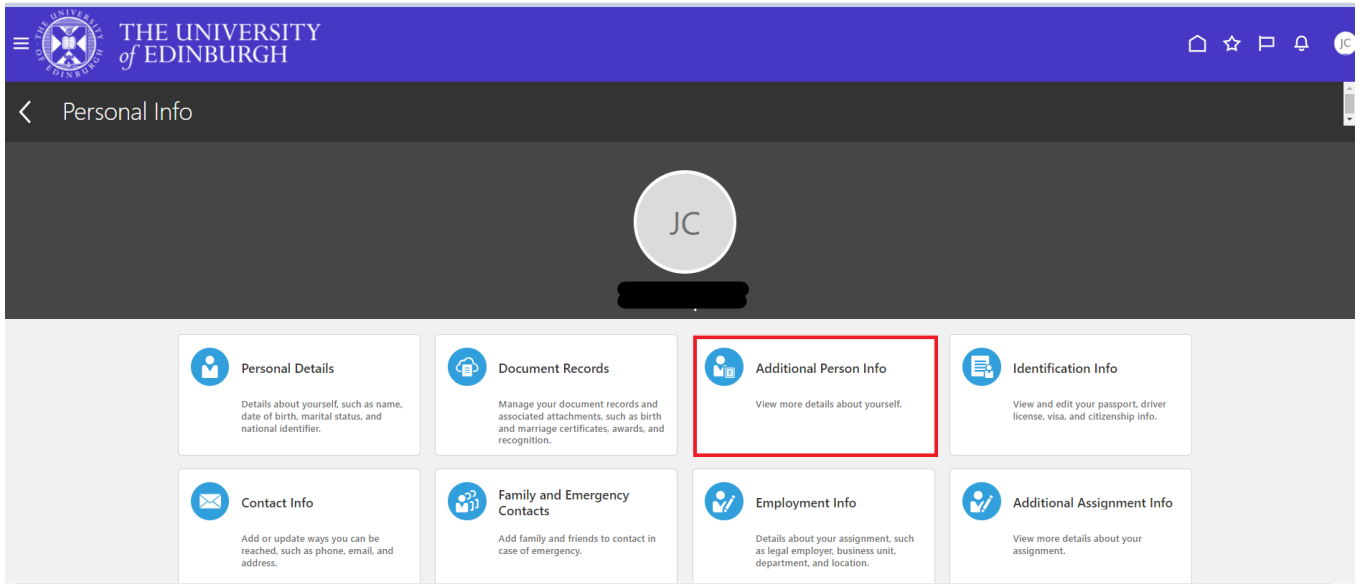
The screenshot shows the 'Biographical Info' form with the following fields:

- Date of Birth (redacted)
- HESA Disability 1: No known impairment, health condition or learning difference
- HESA Disability 2
- HESA Disability 3
- HESA Disability 4
- British Sign Language User
- Visitor Registration Number (Finance Use Only)

At the top right, there are 'Submit' and 'Cancel' buttons. At the bottom, there is an 'Attachments' section with a dashed box and a green upload icon, with the text 'Drag files here or click to add attachment'.

Updating your protected characteristics

1. From the Home page, open the **Me** section, then click **Personal Information**
2. Select **Additional Person Info**



4. Click 'Add' if there is no information recorded so far or to edit any information click the **pencil icon** and update the following information:

- Protected Characteristics start date (if correcting a mistake use the current date)
- Religion or Belief
- Sexual Orientation
- Gender Identity

Then click **Save**

